



Lone Working Policy

The Purpose and Scope of this Policy

This Policy sets out procedures to ensure the safety, wellbeing and safeguarding of Tutors who work alone when delivering tutoring sessions in students' homes. It provides guidance on risk awareness, communication and actions to take if a Tutor feels unsafe.

This Policy applies to all Tutors who conduct one-to-one or small group sessions in a student's home without another adult present (excluding parents/carers).

Definition of Lone Working

Lone working occurs when a Tutor is working without direct supervision or immediate assistance from colleagues, including when:

- Visiting a student's home for tutoring
- Travelling to and from tutoring locations
- Conducting sessions where only the Tutor and student are present (an adult parent/carer should be within earshot of the session)

General Safety Principles

Tutors must:

- Follow their own safeguarding procedures at all times
- Maintain professional boundaries with students and families
- Be aware of their surroundings and trust their instincts if something feels wrong
- Ensure someone knows their location and expected finish time when conducting home visits. This can be a family member or friend
- Keep a charged mobile phone available during sessions

Tutors should not place themselves in situations where they feel unsafe or uncomfortable.

Risk Assessment Before the Initial Visit

Before attending an initial meeting, Tutors should:

- Confirm the address and contact details of the parent/carer



- Inform someone (family member/friend) of the address, and start and expected finish time
- Ensure they have clear directions and transport arrangements
- Avoid visiting unfamiliar addresses for the first time late at night

If a Tutor has concerns about a location or situation, they should raise this with the parent before attending.

Safety During the Visit

Tutors should:

- Ask that sessions take place in a suitable communal area of the home where possible, e.g., dining room or living room
- Ensure a parent or responsible adult is present in the property
- Keep their mobile phone accessible
- Avoid entering private areas of the home unnecessarily

Tutors should leave immediately if they feel uncomfortable or unsafe.

If a Tutor Feels Unsafe

If at any time a Tutor feels unsafe or threatened, they should:

- End the session immediately
- Leave the property calmly and safely
- Move to a safe location, e.g., their car or a nearby public area
- If they feel in immediate danger, call emergency services (999)

Tutors are not required to continue a session if they feel unsafe for any reason.

After an Incident

If a Tutor experiences or witnesses behaviour that makes them feel unsafe:

- They must report the incident as soon as possible to the appropriate authorities
- A written record of the incident should be completed for their records

Professional Boundaries

To protect both Tutors and students, Tutors should not:



- Accept invitations that extend beyond the tutoring session
- Share personal contact details beyond agreed communication channels
- Stay in a home if the agreed responsible adult is not present

Communication and Check-In Procedures

Where possible, Tutors should:

- Inform a contact when they arrive at the session location
- Confirm when they have safely left the property

Signed: *L. McDonald*