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**Remedy Tutors Lone Working Policy** (Updated January 2024)

**Principles**

The aim of this policy is to safeguard all students and all other persons involved in tuition provided by Remedy Tutors

**Tutors**

Any tutor working outside of school with students must ensure that they are fully aware of the safeguarding procedures in place to protect them and the students they are working with.

- Tutors should be seen to be working in an open and transparent way

- Tutors should always act in the child’s best interests

**Confidentiality**

- Tutors should be clear around what information about a student can be shared and in what circumstances it is appropriate to do so

- Tutors should always seek advice from a member of Remedy Tutors staff if they are in doubt

**Propriety and Behaviour**

Tutors must follow the Remedy Tutors code of conduct below:

- Staff should never enter a house alone to tutor a child without the presence of parent/carer.

- Staff should ensure that when lone working they have their work mobile switched on.

- Staff should work in open areas of the home where the doors are left open.

- Tutors should wear clothing that is appropriate to their role, which is not seen as offensive, revealing or sexually provocative

- Tutors should be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in a vulnerable situation

- Tutors should not administer medication – the parent/ carer should do this if necessary

- Tutors should only deliver tuition if another adult is present and in the immediate vicinity – you should vacate the home immediately if you feel you have been left home alone with a child

- Personal mobile phone use should be avoided whilst teaching or in the presence of a pupil or their family members even though we urge you to leave your phone on

**Communication**

- All communication with the school or virtual school must be conducted through Remedy Tutors as your designated safeguarding officer

- Tutors should not give out their personal phone number, home address or email address to students

- There should be no email or text communication directly between tutors and students or the local authority (social workers).

- All email correspondence sent to the parent/responsible adult should include your Remedy Tutors Account Manager (contact details page 7)

- As a rule, tutors would generally not attend professional meetings for the students that they teach although this may be requested and will need to be organised through Remedy Tutors.

- Tutors should not use the internet or web-based communications to interact with students

- Tutors should have no secret social contact with students or their parents (such as Facebook, Instagram etc)

- Tutors should be aware of Health and Safety Regulations as set out by the Health & Safety Executive (www.hse.gov.uk)

**Personal Safety Guidelines for Lone Workers/Home Tutors**

* Always have a mobile phone charged and available
* Do not give your address or home phone numbers to pupils and/or parents and do not contact them on your home phone as they can then access your personal number.
* Do not give your personal mobile phone to the young person to use for any reason
* Keep your personal items, purse/wallet, car keys, etc safe and secure
* Ensure the venue is suitable for tuition and that there are a table and chairs available
* Ensure an appropriate adult is always present if tuition is in the home, or use a public
* building, e.g. library
* Ensure regular contact with your Line Manager
* Keep a running record of each session – including brief notes of work covered, people
* present and any other appropriate information, e.g. issues with pupil and/or parent.
* Compile your own risk assessment of each venue you use.
* Report any concerns to Remedy Tutors Managers as soon as possible.
* The aim of this policy is to safeguard all students and all other persons involved in EK
* Outreach Services Home Tutoring Programme
* This policy document contains the responsibilities of all persons using the home tutoring
* programme including all staff, students, parents (responsible adults).
* It is important that all persons working on behalf of Remedy Tutors are aware of this
* policy and have familiarised themselves with our safeguarding procedures.
* This policy should be read and understood before engaging in any activity arranged
* through Remedy Tutors and the responsibilities and procedures therein adhered to.
* Contravention of the policy document could lead to suspension and/or disciplinary
* procedures being put in place.

**Emergency contacts:**

**Designated safeguarding lead:** Dean Pomeroy

**Deputy Safeguarding lead:** Simone Smith

**Remedy office:** 020 8418 1393 (8am-5pm)

**Out of hours phone:** 07469 353 565 (5pm onwards)

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