



Date adopted	May 2020
Next Review	May 2021 or in line with DFE updates

\*Please also refer to: Safeguarding Policy, SCR Policy, Recruitment Policy, and Anti-Radicalisation Policy.

## Home Tuition and Lone Worker Policy

### Principles

Any member of staff who works remotely with students must ensure that they are clear of the procedures in place to protect themselves and the students they are working with.

- All staff should be seen to be working in an open and transparent way.
- Staff should always act, in the learner's best interests.

### Confidentiality

- Staff should be clear around what information about a student can be shared and in what circumstances it is appropriate to do so.
- Staff should always seek advice from a senior member of staff if they are in doubt.
- There will be no email communication directly between staff and students only. All email correspondence sent should include the parent/responsible adult and your Line Manager.
- All email correspondence with parent/responsible adult should include your Line Manager as well.

### Propriety and Behaviour

Staff must follow The EK Outreach Services Code of Conduct.

- Staff should wear clothing that is appropriate to their role, which is not seen as offensive, revealing or sexually provocative.
- Staff should be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in a vulnerable situation.
- Staff should not administer medication – the parent/ carer should do this if necessary.
- Staff should only deliver tuition if another adult is also in the home.
- Personal mobile phones should not be used whilst teaching or in the presence of a pupil or their family members.



## **Communication**

- Staff should not give out their personal phone number, home address or email address to students.
- Staff should not use the internet or web-based communications to send personal messages to a student.
- Staff should have no secret social contact with students or their parents.
- Staff should be aware of Health and Safety Regulations.

## **Home tuition**

- Staff should record times of all home visits with the office.
- Staff should ensure that any cause for concern is discussed with senior management and that safeguarding procedures are followed.
- 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.
- Parents/carers must remain as a visible presence at home and be available for the duration of the tuition.
- Always keep discussions on a professional level.
- If at any point during tuition a staff member feels uncomfortable about any behaviour from the pupil or parent/carer they should end the session and leave the setting. The circumstances should be reported to a senior member of staff as soon as possible.

Staff should:

- Remain in the designated room of the home for the tuition session
- Ensure there is plenty of light
- Keep a clear focus on the work undertaken
- Staff should have clear planning for the work to be undertaken by the pupil.
- Always communicate any times where the student becomes upset or distressed including with their own parent/carer
- Always report to a senior leader any situation where a student becomes upset or distressed.



## **Other venue**

If it is thought necessary, tuition can take place in a nearby library or public building rather than the pupil's home. All of the above guidelines apply but in addition ensure the venue is suitable for tuition, there is a table and chairs available and the type of building does not in itself pose a risk to the child or the tutor.

**Arrangements for meeting and dismissing the student should be agreed in writing with parent/ carer before tuition takes place. Transportation of an individual student should be avoided. However, the individual needs of the student should be taken into consideration. If deemed necessary it should take into account any relevant risk assessment and prevailing circumstances.**

## **Health and Safety**

The very nature of one to one tuition lends itself to potential risks. Staff should take every reasonable step to eliminate potential risks in order to increase safety and confidence. Make sure you are aware and have a copy of the individual students' risk assessment. This is particularly important where there are known risk around Domestic Violence, Drug and Alcohol use and offending behaviour.

## **EK Outreach Services Staff**

Staff shall:

- Ensure that their working environment does not display any inappropriate images or documentation capable of being viewed by the student or parent/responsible adult when conducting a session.
- Treat students fairly and without prejudice or discrimination; students who have a disability or come from a minority ethnic or cultural group can easily become victims of discrimination and prejudice which may be harmful to the student's wellbeing.
- Always ensure language is appropriate and not offensive or discriminatory.
- Ensure any contact with the student is appropriate to their role as a tutor / mentor and confined to the relevant tutorial sessions.
- Not make any improper suggestions to a student.
- Not send unsolicited communications to the student or parent/responsible adult.
- Value and take students' contributions seriously.



- Report any dispute with a student or parent/responsible adult to Line Manager, in accordance with EK Outreach Services Safeguarding procedures document.
- Report any inappropriate behaviour or illegal activity identified within a tutorial session by the student or third party, in accordance with the procedures set out in EK Outreach Services Safeguarding procedures.
- If no additional staff member, parent/responsible adult can be present for the duration of a tutorial session then the session will terminate/be cancelled.

## **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 EK Outreach Services 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 EK Outreach Services 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 EK Outreach Services 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.