

Lone Working Policy

Principles

The aim of this policy is to safeguard all students and all other persons involved in tuition provided by Perfect Plus Tutoring.

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

- Tutors should be seen to be working in an open and transparent manner.
- Tutors should always act, in the child's best interest

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 Perfect Plus Tutoring leadership team if they are in doubt.

Propriety and Behaviour

Tutors must follow the Perfect Plus Tutoring code of conduct below:

- 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
- Tutors should only deliver tuition in the students home where there is a parent or suitable adult present in the house.
- Personal mobile phone use should be avoided whilst teaching or in the presence of a pupil or their family.

Communication

- Tutors must not communicate online with any pupils other than via the agreed methods at the agreed times.
- Tutors should have no secret social contact with students
- Tutors should be aware of Health and Safety Regulations as set out by the Health & Safety Executive – hse.gov.uk

Home tuition

- Tutors should record times of all lessons on their logs for Perfect Plus Tutoring – with attendance updated immediately after the lesson.
- Tutors should ensure that any cause for concern is discussed with Perfect Plus Tutoring and that safeguarding procedures are followed in accordance with the Perfect Plus Tutoring Child Protection Policy.
- Tutors should never enter a house alone to tutor a child without the presence of parent/carer.
- Tutors should ensure that when working alone they have their mobile switched
- Tutors should ensure that friends/family are aware of their whereabouts and expected return
- Tutors should work in open areas of the home where the doors are left
- Parents/carers must remain as a visible presence at home and be available for the duration of the session. They are not expected to be in the room, in fact this often can be a distraction but leave doors open and ensure the environment is open at all times.
- Always keep discussions professional.
- If at any point during tuition a tutor 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 Perfect Plus Tutoring as soon as possible.

Tuition at the tutor's home

- The tuition at times is in the tutors home. If this is the case, then they must ensure the following:
- Perfect Plus Tutoring need to have visited the tuition space, and approved the location for tuition.
- The space they teach is open and safe, it must be a clear teaching space with nothing inappropriate on the walls.



- The parents have the chance to view the setting and decide whether to stay or leave the student.
- Any adults who will have access to this space should have an enhanced DBS.
- There shouldn't be external visitors to this space while the pupil is in your care.
- Have read and taken note of the Health and Safety Policy.

Tutors 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.
- Have clear planning for the work to be undertaken by the student.
- Always communicate any times where the pupil becomes upset or distressed including with their own parent/carer.
- Always report any situation where a pupil becomes upset or distressed to a Perfect Plus Tutoring owner or business manager.

Online Tuition:

- Be clear which platform you are using for your lessons and make sure the lesson is secure and other people cannot freely enter that online platform.
- Ensure that your appearance and dress adhere to normal standards
- If the pupil engages in any unacceptable behaviour (undressing, exposing themselves inappropriately, or being in possession of any inappropriate material), immediately terminate the session and inform Nicole King immediately.
- If a pupil types anything inappropriate in the chat, it is to be reported to Nicole King immediately
- Only contact the pupil via video for tuition and at times agreed with Perfect Plus Tutoring and the parent/guardian/carer
- If a pupil logs out of the session during tuition report it to Perfect Plus Tutoring immediately who will then contact the parent/guardian/carer.

Other venues

If it is thought necessary, tuition can potentially take place in a nearby library or public building rather than the pupil's home. All venues and changes of venue should be agreed in advance with the parent/carer, and notified to Perfect Plus Tutoring immediately.



All of the above guidelines apply, but in addition ensure the venue is suitable for tuition, there are tables 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 child should be agreed with parent/ carer before the tuition takes place. Transportation of an individual pupil should be avoided. However, the individual needs of the pupil 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. Tutors should take every reasonable step to eliminate potential risks to increase safety and confidence. Make sure you are aware and have a copy of the individual student's risk assessment. This is particularly important where there are known risks around Domestic Violence, Drug and Alcohol use and offending behaviour.

If we as a company are aware of such documents around a child, you will always be given this in advance.

Perfect Plus Tutoring Tutor Requirements

Tutors shall:

- Ensure that the 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.
- Ensure language is appropriate and not offensive or discriminatory.
- Ensure any contact with the student is appropriate to their role as a tutor and confined to the relevant tutorial.
- Not make any improper suggestions to a student.
- Not send unsolicited communications to the student or parent/responsible
- Value and take students' contributions



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- Report any dispute with a student or parent/responsible adult to Nicole King.
- 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 Perfect Plus Tutoring Child Protection Policy.
- If no parent/responsible adult can be present for the duration of a tutorial session then the session will terminate/be cancelled.

Implementation, Monitoring and Review of this Policy

Nicole King has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to Nicole King.

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