

### Principles

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

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 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 Winchmore Tutors staff if they are in doubt.
- There will be no email communication directly between tutors and students. All email correspondence sent to the parent/responsible adult will include Winchmore Tutors Account Manager.

### Propriety and Behaviour

Tutors must follow the Winchmore Tutors 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 necessary.
- Tutors should only deliver tuition if another adult is present.
- Personal mobile phone use should be avoided whilst teaching or in the presence of a pupil or their family members.

### Communication

- Tutors should not give out their personal phone number, home address or email address to students.
- 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.
- Tutors should be aware of Health and Safety Regulations as set out by the Health & Safety Executive - [www.hse.gov.uk](http://www.hse.gov.uk)

### Home tuition

- Tutors should record times of all home visits.
- Tutors should ensure that any cause for concern is discussed with Winchmore Staff and that safeguarding procedures are followed.
- 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 on.
- Tutors should ensure that friends/family are aware of their whereabouts and expected return times.
- Tutors 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 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 Winchmore Tutors as soon as possible.

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 pupil.
- 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 Winchmore Tutors Account Manager.

### 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 Winchmore Tutors 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.

### Winchmore Tutors 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 session.
- 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 Winchmore Tutors Account Manager.
- 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 The Winchmore Tutors 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.

### 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 mobile phone to the young person to use for any reason
- Keep your personal items, purse/wallet, car keys, etc safe and secure
- 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 Winchmore Account 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 Winchmore Tutors as soon as possible.

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

- This policy document contains the responsibilities of all persons using the home tuition programme including all staff, students, parents (responsible adults).
- It is important that all persons using or working on behalf of Winchmore Tutors are aware of this policy and have familiarised themselves with Winchmore Tutors' safeguarding procedures.
- This policy should be read and understood before engaging in any activity arranged through Winchmore Tutors and the responsibilities and procedures therein adhered to.
- If at any point the tutor feels threatened they should ensure the pupil is left with a responsible adult and terminate the session. Any concerns for personal safety should be reported to a Winchmore Tutors Account Manager as soon as possible.
- Contravention of the policy document could lead to suspension and/or disciplinary procedures being put in place.