



Off-Site Tuition & Lone Working in School Policy

Principles

Open Box Education Centre Limited is fully committed to working in line with Health and Safety Legislation and is keen to promote good working practices. This policy has been devised to support staff/contractors who are Lone Working, both inside and outside of the school premises.

The aim of this policy is:-

- to safeguard all students and staff involved in off-site tuition provided by Open Box Education Centre (Sections 1 to 6)
- to safeguard and support staff/contractors who work in the school building on their own (Sections 7 to 9)

This policy document contains the responsibilities of all persons engaged in off-site one-to-one tuition through Open Box Education Centre, including all staff, students, parents/carers. It is important that all persons working on behalf of Open Box Education Centre are aware of this policy and have familiarised themselves with Open Box safeguarding procedures.

This policy should be read and understood before engaging in any off-site one-to-one tuition arranged through Open Box Education Centre 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.

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. Tutors should make sure they 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.

This policy considers the risks associated with early morning, late evening workers, and out of hours alarm responders, who may be in the school on their own and identifies that those persons will not have other people who could come to their immediate aid, in the event of an accident, incident or emergency.

1. Off-site Tuition

- 1.1. It is the responsibility of the Principal to ensure that all agreed venues are appropriately supervised, that appropriate furniture is available, and the type of building does not in itself pose a risk to the student or the tutor.
- 1.2. Venues should only be used for off-site tuition if there is another responsible adult present in the building at all times.
- 1.3. All venues and changes of venue should be agreed in advance by the Principal with the parent/carer and tutor.
- 1.4. Arrangements for meeting and dismissing the student should be agreed by the Principal with the parent/carer and tutor before the tuition takes place.

- 1.5. Transportation of an individual student should be avoided. However, the individual needs of the student should be taken into consideration. If the transport of students by staff is deemed necessary, any relevant risk assessment should be taken into account and the normal procedures required for staff transporting students should be followed. This should be agreed in advance by the Principal.

2. Home Tuition

- 2.1. Tutors should ensure that friends/family are aware of their whereabouts and expected return times.
- 2.2. Tutors should work in open areas of the home where the doors are left open. Tutors should never enter a house alone to tutor a student without the presence of parent/carer.
- 2.3. Parents/carers must remain as a visible presence at home and be available for the duration of the tuition.

3. Tutor Requirements

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

- 3.1. Tutors should be seen to be working in an open and transparent way.
- 3.2. Tutors should always act in the student's best interests.
- 3.3. Tutors should be mindful of their own safety and security.
- 3.4. Tutors should always seek advice from the Principal if they are in doubt.

4. The Welfare of Students

Tutors shall consider the welfare of the student and shall:

- 4.1. 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.
- 4.2. Ensure language is appropriate and not offensive or discriminatory.
- 4.3. Not make any improper suggestions to a student.
- 4.4. Value and take students' contributions seriously.
- 4.5. Ensure any contact with the student is appropriate to their role as a tutor and confined to the relevant tutorial session.
- 4.6. Report any dispute with a student or parent/carer to the Principal.
- 4.7. 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 Open Box Child Protection Policy.
- 4.8. Communicate any times where the pupil becomes upset or distressed to the Principal and ensure that any cause for concern or safety is discussed with the Designated Safeguarding Lead and that Open Box safeguarding procedures are followed.

5. The Welfare of Tutors

Tutors shall consider their own safety, welfare and professionalism through the following:

- 5.1. There will be no email, text or phone communication directly between tutors and students or tutors and parents/carers. All correspondence with the parent/carer will be the responsibility of the Principal.
- 5.2. Tutors should only deliver tuition if another adult is present in the building.

- 5.3. Tutors should wear clothing that is appropriate to their role, which is not seen as offensive, revealing or sexually provocative.
- 5.4. Tutors should always keep discussions on a professional level.
- 5.5. Tutors should be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in a vulnerable situation.
- 5.6. Personal mobile phone use should be avoided whilst teaching or in the presence of a pupil or their family members.
- 5.7. Tutors should not give out their personal phone number, mobile phone number, home address or email address to students or parents/carers for any reason
- 5.8. Tutors should not use the internet or web-based communications to interact with students.
- 5.9. Tutors should have no secret social contact with students or their parents.
- 5.10. Tutors should keep all personal items, purse/wallet, car keys, etc safe and secure.
- 5.11. Tutors should not administer medication – the parent/ carer should do this if necessary.
- 5.12. Tutors should be aware of Health and Safety Regulations as set out by the Health & Safety Executive - www.hse.gov.uk
- 5.13. Tutors must follow the Open Box Staff Code of Conduct in their behaviour and approach.

6. Guidance for the Safe Delivery of Tuition Sessions

For each tuition session, tutors should follow the guidelines below.

Tutors should:

- 6.1. Make sure you are aware and have a copy of the individual student's risk assessment.
- 6.2. Ensure an appropriate adult is always present in the building, whether the tuition session is in the home, or using a public building or hired space. If no responsible adult can be present in the building for the duration of a tutorial session then the session will terminate/be cancelled.
- 6.3. Familiarise yourself with the risk assessment of each venue you use.
- 6.4. Ensure the student is aware of the risk assessment regarding the venue, including the location of the fire exits and toilets.
- 6.5. Always have a mobile phone charged, available and switched on during the session
- 6.6. Record attendance of the student, including any times they arrive late or leave early.
- 6.7. Remain in the designated room for the tuition session with the student
- 6.8. Have clear planning for the work to be undertaken by the student and keep a clear focus on the work undertaken.
- 6.9. Keep a running record of each session – including brief notes of work covered, people present and any other appropriate information, e.g. issues with student and/or parent/carers.
- 6.10. Ensure regular contact with the Principal and report any concerns to the Principal as soon as possible.
- 6.11. Always communicate any times where the pupil becomes upset or distressed to the Principal and ensure that any cause for concern is discussed with the Designated Safeguarding Lead and that Open Box safeguarding procedures are followed.
- 6.12. If a student is not following the normal expectations for learning and their behaviour is disruptive, deliberately distracting or dangerous you should terminate the session and contact Open Box Education Centre to arrange for the student to be collected by a parent/carers. This should be recorded and reported to the Principal as soon as possible.
- 6.13. If you suspect that a student is under the influence of drugs or alcohol, you should terminate the session and contact Open Box Education Centre to arrange for the student to be collected by a parent/carers. This should be recorded and reported to the Principal as soon as possible.
- 6.14. If at any point during tuition a tutor feels uncomfortable about any behaviour from the student or

parent/carer they should end the session and call Open Box Education Centre to make arrangements for the student to be collected. The circumstances should be reported to the Principal as soon as possible.

- 6.15. If at any point the tutor feels threatened they should ensure the student is left with a responsible adult and terminate the session. Any concerns for personal safety should be reported to the Principal immediately.

7. Assessing the Risk and Guidance for Staff/Contractors in the school building lone working

- 7.1. A lone working risk assessment will be in place for contract cleaning staff, to ensure the responsibilities of both the employer of the cleaner and Open Box Education centre are clear and fully outlined. This risk assessment will be reviewed at least annually, or when an incident or information highlights the need for an earlier review.
- 7.2. Where practically possible, another member of staff will be on site for some of the time that the staff member/cleaner is lone working, to minimise the amount of time spent alone.
- 7.3. Either the Principal and/or the School Business Manager will always be aware of who is lone working and when, and depending on who the lone worker is, will be the designated person for contact, in the event that support, advice and assistance are needed.
- 7.4. The lone worker will take responsibility to inform either the Principal/SBM if they are going to be on site later than their normal working hours.
- 7.5. Lone workers will establish a checking in and out system with either the Principal/SBM and will ensure they have a charged mobile phone on their person while working alone, with the contact number(s) confirmed for calling for help or support.
- 7.6. A lone worker should not enter the building, if there appears to be any sign of an intrusion or any risk. The police should be called and then the Principal and SBM. Guidance will then be given over the telephone.
- 7.7. If an unknown person is on the premises, when someone is lone working, they should not approach the unknown person. They should call the Principal/SBM as a matter of urgency and go to a safe place in the building. Lone workers should not put themselves in danger.
- 7.8. Lone workers must ensure they have taken responsibility for shutting and locking doors/front gate behind them, to avoid anyone entering the building/premises after them.
- 7.9. Lone workers must ensure they know how to exit quickly from all areas of the building, in the event of a fire and the process for calling for help.
- 7.10 The Principal/SBM should be made aware of any medical condition that any lone worker has, to enable a risk assessment to be carried out, to include any external medical advice that needs to be confirmed and considered.
- 7.11 Working at height should not be undertaken when lone working, along with any other activity that has been risk assessed and deemed as medium or high risk, eg; lifting and moving heavy/bulky items.
- 7.12 Lone workers will be advised to arrive at the school building using the best lit and most commonly used route, to avoid dark alleyways and back roads, if they work early mornings.
- 7.13 Lone workers will be advised they should notify someone when they leave their starting place and when they arrive at their new destination and should have and share with home and school, their daily system in place for confirming safe arrival.
- 7.14 Lone workers will receive training involved with their role, for high risk processes such as

using cleaning chemicals. PPE must be worn and the location of data sheets for emergency use will be made known, in the event of an emergency and services are called.

7.15 Extra care should be taken with stairs and any uneven surfaces, by the lone worker.

7.16 Induction for new members of staff will be undertaken before they are allowed to lone work and only then on the individual assessment of risk.

8. Lettings Clients

Tim Dolan (in line with having responsibility within his Koinonia Youth Trust role) will be the point of contact for any lone working client and will put measures in place for training and communication, so they are able to contact him in the event of an emergency. The SBM will be the deputy point of contact.

9. Alarm Responding Key Holders

If a nominated key holder has to attend the school out of hours for any reason, it is advised that they come with another person if possible. They should notify the Principal/SBM that they will be on site and if anyone will be with them or if they will be working alone. Contact should be maintained with the Principal/SBM throughout the process until they are able to leave the property. Key holders must maintain the security of the premises and site at all times, when lone working.

10. Induction and Training

It is essential that all staff working alone are trained and feel confident to carry out their duties on their own.

Lone workers must be aware of the escalation and communication process should they need to raise a concern.

The cleaning contractor must be trained in COSHH and must also be aware of where the first aid kit and COSHH data sheets are.

Lone workers must be aware of how to deal with violent and aggressive situations so that they are not put at risk of harm from others.

Lone workers must be fully trained and aware of how to use the security systems such as door codes, locks and alarms. Training must be given so that staff are able to deal with an unexpected incident such as the alarm being triggered.

Approved by: (Principal)(date)

Authorised by: (Chair of Governors)21-11-23

To be reviewed every: 2 Years

Next review date: September 2025

Date of Review	Reviewed by	Approved by Governors	Date of next review
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