



Lone Working Policy

1. Purpose and Scope

This policy ensures the safety and wellbeing of both tutors and students during tuition sessions where a tutor may be working alone or without direct supervision.

It applies to all Lighthouse Tuition South-West tutors, whether sessions take place:

- In a student's home,
- At our Ivybridge Hub
- At our Plymouth Hub

This policy works in conjunction with the Safeguarding & Child Protection Policy, Health and Safety Policy, and Code of Conduct.

2. Legal Framework

This policy complies with:

- Health and Safety at Work etc. Act 1974
- Children Act 1989 & 2004
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2025)
- Management of Health and Safety at Work Regulations 1999
- Data Protection Act 2018 / UK GDPR

3. Definition of Lone Working

A lone worker is someone who works by themselves without close or direct supervision.

At Lighthouse Tuition, this may include:

- Tutors delivering sessions in a student's home.
- Tutors conducting online sessions from a private setting.
- Tutors working one-to-one with a student at a Hub location.

4. Risk Management and Safety Measures

a. Home Tuition

- A responsible adult (parent or carer) must always be present in the home during tuition.
- Sessions must never take place in bedrooms or other private areas. Tuition should be conducted in an open, visible, and safe space (e.g., kitchen, dining room, living area).
- Tutors must notify someone (family member, partner, or Lighthouse Tuition contact) of session times and locations.
- On arrival, tutors must conduct a brief dynamic risk assessment, ensuring the environment is safe, clean, and suitable.
- Tutors must leave immediately if they feel unsafe or uncomfortable, and report the incident to Sophie Hocking at the earliest opportunity.





b. Hub Tuition

- All sessions at Ivybridge or Plymouth Hubs are conducted in monitored spaces.
- CCTV cameras are in operation for safety and accountability.
- Students and tutors must not use rooms without camera coverage.
- A staff member or keyholder should be on-site whenever possible.

5. Communication and Monitoring

- Tutors must maintain regular communication with Lighthouse Tuition and confirm when sessions are complete.
- Contact logs, session notes, and attendance records must be submitted as required.
- Any cancellations, incidents, or concerns should be reported to Sophie Hocking immediately.

6. Incident and Concern Reporting Procedure

If a tutor experiences or witnesses any issue (safeguarding concern, safety risk, or inappropriate situation):

1. Ensure immediate safety of the child and yourself.
2. Contact Sophie Hocking (Designated Safeguarding Lead) at the first available opportunity via phone or email: info@lighthousetuitionsouthwest.co.uk
3. Follow the standard safeguarding reporting process as outlined in the Safeguarding & Child Protection Policy.
4. In emergencies or if a child is at immediate risk, call 999, then notify Sophie.
5. Complete an Incident/Concern Report Form within 24 hours.

7. Tutor Responsibilities

Tutors must:

- Follow this policy in full and prioritise safety in all settings.
- Keep their safeguarding and DBS certifications up to date.
- Maintain professional boundaries at all times.
- Never transport students in their own vehicle.
- Never share personal contact details beyond company-approved channels.

8. Support and Training

- Lighthouse Tuition provides safeguarding and lone working guidance as part of onboarding.
- Tutors are encouraged to raise concerns about lone working risks so adjustments can be made.
- Regular policy reviews and training refreshers are mandatory.

9. Policy Review

This policy will be reviewed annually or sooner if legislation or safeguarding guidance changes.

Review conducted by Sophie Hocking - Director and Designated Safeguarding Lead.





Acknowledgement

By signing below, I confirm that I have read, understood, and agree to follow the Lighthouse Tuition Lone Working Policy.

Name of Tutor: _____

Signed by Tutor: _____

Date: _____

Signed on behalf of Lighthouse Tuition (South-West)

Director Name: _____

Signature: _____

Date: _____

