Health & Safety Policy Tuition

Company name:	Vision for Education
Document	Health & Safety Policy – Tuition
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1. General Statement

Vision for Education is committed to ensuring the health, safety, and welfare of all tutors, students, and staff involved in the delivery of 1:1 tuition. This includes sessions delivered in homes, schools, libraries, community venues, and online. This policy is distributed to all tutors prior to commencing any tuition booking with Vision for Education.

We are committed to:

- Preventing accidents and safeguarding wellbeing.
- Providing appropriate training and guidance.
- Ensuring risk is assessed and controlled in all working environments.
- Responding appropriately to medical, safeguarding, and safety incidents.

2. Delegation of Tasks: Roles and Responsibilities

Role	Responsibility
Director of Safeguarding & Designated Safeguarding Lead (DSL)	Manages safeguarding-related health and safety concerns, oversees referral information and risk mitigation.
Tutors	Responsible for delivering sessions safely, completing risk assessments, following venue procedures, and reporting incidents or concerns.
Tuition Branch Manager	Oversee the running of tuition service, and manage quality assurance processes

Vision for Education Consultant	Ensures full student information is gathered and shared before tuition begins, supports tutors with risk planning. Maintains risk assessment records, monitors policy compliance, and supports with tutor onboarding and training
Commissioner	Responsible for providing accurate and up to date information about the student as part of the referral process.
Health & Safety Consultant	Oversees Health & Safety for the company

3. Risk Assessments

A risk assessment is required to be completed by the commissioner as part of the referral process for every new request.

Risk Assessments should consider:

- SEND, behavioural concerns, or medical needs
- Accessibility issues (e.g. mobility, communication)
- Safeguarding alerts or risks
- If transport or trips are required as part of the booking
- Environmental risks (e.g. suitability of home environment, pets in the home etc)
- Any known allergies to airborne or contact allergens

Risk assessments are provided to tutors to update throughout the duration of the provision if any risks are identified or venue is changed. Any amendments to the risk assessment must be communicated to Vision for Education. Separate risk assessments must be completed for any trips or off-site activities.

If a tutor is required to transport a student in their vehicle, this must be authorised in advance, and a Risk Assessment and Transportation Checklist must be completed.

4. Lone Working

Lone working is not permitted. Sessions must always occur in spaces that are visible and/or audible to others.

In Homes:

- A responsible adult must be present in the home and able to overhear and oversee the lesson.
- Sessions must take place in communal areas, (e.g., living room, dining room). Bedrooms must never be used under any circumstance.

In Schools:

- 1:1 sessions must be in classrooms with the door open and exits must not be blocked.
- School staff must know the location and schedule of the session.
- Tutors should be aware of and able to contact the school's DSL.

In Libraries/Community Venues:

- Sessions must take place in open, visible areas with staff or members of the public in the surrounding areas.
- Tutors must follow venue safety policies.

Online:

- All online sessions must be delivered via Vision for Education's secure online tutoring platform – tutoring.visionforeducation.co.uk.
- Tutors must not use personal accounts on Zoom, Microsoft Teams, Google Meet, Skype, etc.
- A responsible adult should be aware of the session and nearby in the home

5. Supporting Children with Medical Conditions and Medicines

Tutors may support a student with medication (e.g. reminders or supervision) only if this is clearly detailed in the referral and agreed in advance.

Tutors should not administer medicine outside of the agreements of their role. A school must provide the correct training if this is required. Tutors should not give students any of their personal medication.

Emergency medical needs and emergency contact details must be identified during the referral and risk assessment process.

Where a student has an identified allergy, the Allergy Safety Policy must be followed. If an Adrenaline Auto-Injector (AAI), such as an EpiPen, is prescribed and required in an emergency, it should be administered in line with the student's plan and the Allergy Safety Policy. Tutors must have completed allergy training before commencing any work with the agency.

In the event of a medical emergency:

- **Call 999 immediately.**
- Ensure the student is safe and supported.
- Inform Vision for Education and complete an Accident Record Form.

6. First Aid

For sessions in community settings or schools, Tutors must follow the venue's first aid policy. Any first aid must be administered by trained staff.

In an emergency, tutors should call 999. Call 111 for urgent medical help when it's not a life-threatening emergency.

For any incidents, Tutors are required to contact the student's emergency contact and notify Vision for Education.

Tutors can access a free online basic first aid course, provided by Vision for Education. Certificate of completion must be sent to the agency to hold on file.

7. Fire Safety

Tutors should make themselves aware of, and observe, the fire safety policies and procedures for the venue in the event of a fire or any other emergency. Tutors must familiarise themselves with fire exits and evacuation routes, assembly points and alarm systems and procedures.

In the event of a fire, tutors are responsible for supporting the student to evacuate safely and following the venues procedures.

8. Recording and Reporting

All tutors must record and report any accidents, injuries, and incidents to Vision for Education using the Accident Report within 24 hours. Vision for Education hold a record of accident reports centrally.

Parents/carers must be informed of any incidents immediately, and the commissioner and any other professionals must be informed within 24 hours.

9. Premises

Vision for Education do not manage any premises where tuition would take place. Sessions can be held in libraries/community venues, schools, homes, and online. We would expect these venues to have all of the relevant risk assessment, fire procedures, welfare facilities, and would take responsibility for access and egress. Vision for Education can liaise with venues to confirm these arrangements are in place where required.

10. Monitoring and Review

Published:
Review schedule: Annually by the Central Operations team.
Review date:

11. Relevant documents

Behaviour Policy – Tuition
Allergy Safety Policy – Tuition
Risk Assessment
Transportation Checklist
Accident Report