

ConnectED Learning



Health and Safety Policy

Connect Ed Learning is committed to ensuring the health, safety, and welfare of all students, staff, and visitors. As a mobile tutoring service, we recognise that our "workplace" varies between private homes and public spaces, and we are dedicated to identifying and mitigating risks in every environment.

Risk Assessment

No tuition session shall commence until a site-specific risk assessment has been completed.

Initial Assessments: Before the first visit to a new location (home or public), a risk assessment must be documented to identify hazards such as environmental safety, accessibility, and lone working risks.

Dynamic Assessments: Tutors must perform a "dynamic" risk assessment upon arrival at every session. If the environment changes or a new hazard is identified (e.g., an aggressive pet, an unsafe room, or a change in who is present), the tutor must reassess the situation immediately.

Right to Withdraw: If any environment is deemed unsafe, the tutor has the professional authority to refuse to enter or to terminate the session immediately.

Working in Private Homes

Supervision: A parent or responsible adult must remain on-site at all times during the tuition session.

Environment: Tuition must take place in an appropriate, open area of the home (never in a bedroom).

Professional Boundaries: Tutors must maintain professional distance, avoid unnecessary physical contact, and ensure personal mobile devices are only used for professional purposes or emergencies.

Pets: Pets should be kept in a separate room during the session to avoid allergies or unpredictable behaviour.

Working in Communal Areas (Libraries/Public Spaces)

Venue Protocol: Tutors must adhere to the specific health and safety rules of the chosen venue (e.g., library quiet zones or device-charging policies).

Safe Positioning: Tutors should choose a table or space that allows for visibility and easy access to exits, ensuring they are not trapped in a secluded or hidden corner.

Supervision: Even in public spaces, the tutor is responsible for maintaining safeguarding protocols.

Lone Working and Emergency Procedures (in conjunction with ConnectED Learning Lone Working Policy)

Communication: Tutors should keep a mobile phone fully charged and switched on for the duration of their work.

Incident Reporting: All accidents, near misses, or safety concerns must be reported to Hannah Clark (DSL) immediately and recorded in an incident log.

Emergency Plans: Tutors must familiarise themselves with fire exits and emergency procedures at any site they visit.

Responsibilities

Tutor: Responsible for complying with this policy, conducting dynamic risk assessments, and immediately reporting hazards.

Management (Hannah Clark): Responsible for ensuring this policy is reviewed regularly, providing guidance on safety, and supporting tutors in reporting and managing risks.

Written November 2025

Reviewed Annually

Next Review: November 2026