

## **Tutor Doctor Essex**

### **HEALTH AND SAFETY POLICY**

#### **Aims**

Tutor Doctor Essex aims to establish and maintain safe working amongst staff, tutors and students

#### **Roles and responsibilities**

Tutor Doctor Essex is responsible for maintaining a Health and Safety policy. In particular, we acknowledge our duties under the Health and Safety at Work Act 1974 and secondary health and safety legislation.

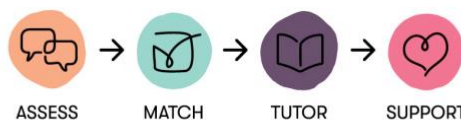
The staff and tutors have a duty to take care of students in the same way that a prudent parent would do so.

Staff will:

- Be familiar with the Tutor Doctor Essex Safeguarding Policy
- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with schools on health and safety matters as required
- Work in accordance with instructions
- Inform the Tutor Doctor Essex office or a member of staff onsite of any work situation representing a serious and immediate danger so that remedial action can be taken
- Understand emergency evacuation procedures as appropriate and feel confident in implementing

#### **Tutors**

- All tutors must have an Enhanced DBS
- All tutors must have undergone Level 1 or higher safeguarding training
- Before working with schools, the tutor and their Education Consultant will read through the Safeguarding and Child Protection policy together.
- Before working with local authority students, the tutor and their Education Consultant will agree on a Risk Assessment for the tuition, which remains a live document for the duration of the tuition.



## Online tuition and E-Safety

- For in-home tuition the student's care-giver or teacher should initially set up the video conference call
- The video conferencing service should be a well-known, established service
- The video conferencing service should have a waiting room, so that only the designated student can be allowed to join the on-line lesson

## Stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing stress. Staff should approach their office to get support.

## Training

Staff who work with pupils with special educational needs (SEN), should take additional training.

## Pandemics

In the case of a pandemic go to [www.gov.uk](http://www.gov.uk) for the latest advice. Check with your local office for in-home tuition protocols as there may be on-going updates.

## Written and approved on behalf of Tutor Doctor Essex by:

Name (Printed): **Laura Adams**

Signature: *L Adams*

**8 February 2025**

Policy to be reviewed by 8 February 2026

