

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.

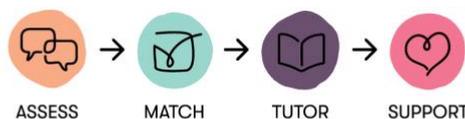
The staff and tutors have a duty to take care of students in the same way that a prudent parent would do so.

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 2 or higher safeguarding training
- As part of safer recruitment the tutor reviews and agrees to adhere to the safeguarding and child protection policy.
- 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 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*

7 January 2026

Policy to be reviewed by 7 January 2027

