



Health & Safety Policy

Keeping pupils, tutors and others safe during tuition

Version 1.0 · 03/07/2026

1. Statement of intent

Swale Tutoring Service is committed to the health, safety and welfare of its pupils, tutors, staff and anyone affected by its activities. As a provider delivering mainly in pupils' homes, community venues and online, our arrangements are focused on those settings rather than on a Swale premises.

2. Responsibilities

- The Director has overall responsibility for health and safety.
- Tutors take reasonable care of their own and others' safety, follow risk assessments, and report hazards, accidents and near-misses.
- Parents/carers are responsible for a safe home environment for sessions delivered in the home.

3. Risk assessment

Activity-specific risk assessments are in place and reviewed regularly, covering home tuition, online tuition, community venues, educational visits, tutor travel and office administration. Tutors read and follow the relevant assessment before delivering (see Risk Assessment suite).

4. Home and community settings

- Tutors carry out a dynamic check of the immediate environment at the start of each session and raise any concern.
- A parent/responsible adult is present during home sessions (see Lone Working Policy).
- Tutors do not undertake tasks outside teaching (for example personal care or transport) unless a specific written, risk-assessed arrangement exists.

5. Accidents, incidents and emergencies

- In a medical or safety emergency, tutors call 999, ensure immediate safety, and contact the parent/carer.
- All accidents, incidents and near-misses are recorded on the Incident Report Form and reported to the Director.
- Serious incidents are reviewed to prevent recurrence, and reported under RIDDOR where applicable.

6. Wellbeing

Tutor wellbeing and safe working (including lone-working and workload) are actively considered. Pupils' medical needs are managed under the Supporting Pupils with Medical Conditions Policy.

7. Review

This policy and the supporting risk assessments are reviewed annually or after any significant incident.

Approved by Shelley Wilson, Director & Designated Safeguarding Lead.
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