

Swirl Tutoring Lone Working Policy

Policy Statement

This Lone Working Policy is designed to ensure the safety and well-being of tutors working alone while delivering tuition services. Swirl Tutoring is committed to complying with UK health and safety regulations, including the Health and Safety at Work etc. Act 1974, and ensuring that risks associated with lone working are effectively managed.

Scope

This policy applies to all tutors engaged by the Swirl Tutoring, whether employed or self-employed, who may be required to work alone at students' homes, in other third-party locations, or remotely online.

Definition of Lone Working

Lone working refers to any situation where a tutor performs work activities without direct supervision or nearby colleagues, including:

- Tuition at a client's premises.
- Home-based online tutoring.
- Traveling alone for tuition purposes.

Risk Assessment

Swirl Tutoring will:

1. Conduct risk assessments for all lone working assignments, considering:
 - The nature of the work and location.
 - The potential risks posed by the environment, travel, or individuals involved.
 - Safeguarding considerations, especially when working with vulnerable clients or minors.
2. Share relevant findings with tutors before assignment commencement.

Tutors are encouraged to report any changes in circumstances that may affect their safety.

Responsibilities

Swirl Tutoring

- Ensure that tutors are aware of this policy and receive appropriate guidance on lone working risks.
- Maintain emergency contact procedures.
- Act promptly to address any reported safety concerns.

Tutors

- Follow the procedures outlined in this policy.
- Notify Swirl Tutoring of any incidents, hazards, or concerns regarding lone working.
- Adhere to safeguarding policies when working with minors or vulnerable individuals.
- Maintain up-to-date Enhanced DBS checks, as required and in line with the requirements of The Tutors' Association (as of November 2024, that is for the Enhanced DBS to be on the DBS Update Service or less than one year old).

Procedures

Planning Assignments

- The Tutor must inform Swirl Tutoring of their location and expected duration of tuition sessions.
- A system will be implemented to ensure that tutors can check in and confirm their safety post-assignment.

Emergency Contacts

- Swirl Tutoring will provide tutors with an emergency contact number to report any immediate safety issues.
- Tutors should have access to local emergency services' contact information.

Safeguarding Measures

- Avoid lone working in situations that feel unsafe or where safeguarding guidelines cannot be maintained.
- Maintain professional boundaries at all times.

Incident Reporting

- Any incidents or near misses must be reported to Swirl Tutoring immediately, using the incident reporting procedure.

Training and Support

Swirl Tutoring will provide:

- Training on identifying and managing lone working risks.
- Safeguarding training for those working with vulnerable individuals.

Monitoring and Review

This policy will be reviewed annually or in response to significant changes in legislation, company operations, or after incidents involving lone working.

For questions or concerns about this policy, please contact dsl@swirltutoring.co.uk

Signed:

Swirl Tutoring 17th February 2026

