



# LEARN WITH TUTOR JULIE

THE TUTORS'  
ASSOCIATION

INDIVIDUAL MEMBER

2025-2026

## Lone Working Policy

### Policy Statement

This Lone Working Policy is designed to ensure the safety and well-being of Julie working alone while delivering tuition services.

### Scope

This policy applies to Julie, who may be required to work alone at students' homes, in hired venues 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.
- Travelling alone for tuition purposes.

### Risk Assessment

Julie 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 (under 18's).

## Responsibilities

Julie will:

- Follow the procedures outlined in this policy.
- 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 on the Update Service

Parents / Guardians will:

- Ensure that a responsible adult is present at their home while Julie is providing tuition services. (A session will be immediately ended if an adult is no longer able to be present in the home)
- Parents / Guardians are welcome to wait in the reception area of hired venues or leave their child with Julie understanding that it is their responsibility to be contactable via phone during the session.

## Procedures

### Emergency Contacts

- Julie will have two contact numbers for parents / guardians obtained during the onboarding process which will be used in case of an emergency
- Julie will have access to local emergency services' contact information.

### Safeguarding Measures

- Julie will end a tuition session if she feels unsafe or where safeguarding guidelines cannot be maintained.
- Julie will maintain professional boundaries at all times.

### Incident Reporting

- Julie will record any incidents where she feels unsafe or where safeguarding guidelines cannot be maintained.

## Monitoring and Review

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

For questions or concerns about this policy, please contact Learn With Tutor Julie

**Signed: Julie Bowler-Smith**

February 2026