



SAFE START SCHOOL

WILLPOWER-INITIATIVE-SUCCESS-EMPATHY-RESPECT

Home Visits and Home Tutoring Guidance Policy

1. Purpose and Statutory Context

This policy sets out Safe Start School's expectations for home visits, home tutoring and other one-to-one education delivered away from the school site. It ensures compliance with:

- Ofsted inspection frameworks
- The Independent School Standards (ISS)
- *Keeping Children Safe in Education* (KCSIE), including 2025 updates
- Working Together to Safeguard Children
- Health and Safety Executive (HSE) guidance on lone working

Safe Start School recognises that pupils receiving home tutoring or home visits remain on roll and that the school retains full responsibility for their safeguarding, welfare, attendance and educational outcomes.

2. Definition and Scope

For the purpose of this policy, home visits and home tutoring refer to any educational, pastoral or support activity carried out in isolation from other practitioners, including:

- One-to-one tuition delivered in a pupil's home

- Tuition delivered in agreed community venues (e.g. libraries)
- Online tuition delivered remotely

Such activities often involve lone working and travel within the local area. All staff engaged in home tutoring or visits must adhere strictly to this policy, alongside the school's Safeguarding, Behaviour, Attendance and Health and Safety policies.

3. Safeguarding Principles

All staff must operate in the best interests of the pupil and in an open, transparent and professional manner at all times.

- Safeguarding is the school's paramount concern
- Professional boundaries must be maintained at all times
- Any safeguarding concern must be reported immediately to the Designated Safeguarding Lead (DSL) and recorded on CPOMS

If at any point a member of staff feels unsafe, threatened or uncomfortable, the session must be ended immediately, and the concern reported to senior leadership.

4. Professional Conduct and Communication

All staff involved in home visits and tutoring must:

- Dress appropriately and professionally
- Protect their own privacy and personal safety
- Avoid discussing confidential pupil information outside agreed professional contexts
- Seek guidance from senior leaders if unsure about any aspect of conduct

Communication Expectations

- Staff must not share personal contact details with pupils
- All email communication must include senior leadership and be directed to parents/carers
- No private or informal social contact with pupils or families is permitted
- Only authorised platforms may be used for online tuition

5. Home Tutoring Arrangements

When delivering tuition in a pupil's home:

- Parental or carer consent must be obtained in advance
- A responsible adult must be present in the home at all times
- Tuition must take place in a public area of the home with doors open
- Staff must never enter a pupil's bedroom
- Medication must never be administered by tutors
- Tutors must keep a clear record of session timings and content

Tutors must ensure:

- Their mobile phone is charged and accessible
- A colleague is informed of arrival and departure times
- Any concerns are reported promptly to senior leadership

6. Online Tuition

For online tutoring:

- Only school-authorised platforms (e.g. Microsoft Teams or Google Classroom) may be used
- Personal video or messaging accounts must not be used
- Cameras should only be requested where educationally necessary
- Sessions must take place only at agreed times

If a pupil engages in inappropriate behaviour online, the session must be terminated immediately and reported to senior leadership.

7. Use of Alternative Venues

Where tuition takes place in community venues:

- The venue must be agreed in advance with parents/carers and the school
- The venue must be suitable, safe and appropriately supervised
- Transportation of pupils should be avoided unless risk assessed and authorised

8. Lone Working and Personal Safety

Staff undertaking lone working must:

- Carry and maintain a charged mobile phone
- Wear school identification at all times
- Keep personal belongings secure
- Maintain up-to-date work plans and location records
- Complete and review risk assessments for each venue

Staff may abandon or postpone a visit if they have concerns about their safety, including risks related to domestic violence, substance misuse, aggressive behaviour or animals.

9. Health and Safety and Risk Assessment

Given the inherent risks of one-to-one working, staff must:

- Be familiar with individual pupil risk assessments
- Consider known risks within the household or environment

- Record all visits accurately and promptly
- Report incidents or near misses in line with school procedures

10. Monitoring, Oversight and Review

Safe Start School will:

- Monitor the use of home tutoring and visits to ensure safeguarding compliance
- Review arrangements regularly to ensure they remain appropriate and necessary
- Ensure home tutoring is time-limited and supports reintegration into full-time, on-site education wherever possible

This policy will be reviewed annually or sooner in response to statutory changes or identified concerns.