

Rosanna Brown English Tuition

Health, Safety and Wellbeing Policy 2026 – 2027

1. Policy Statement

Rosanna Brown English Tuition is committed to providing a safe, healthy and supportive learning environment for all students, parents, carers and any other individuals participating in tuition activities.

Reasonable steps will be taken to protect the health, safety and wellbeing of students during all tuition activities, whether delivered online, in person, in group settings or during educational visits.

- Health and safety is recognised as an important part of providing high-quality educational services and works alongside safeguarding, behaviour management and professional practice to support a positive learning environment.
- Health and safety is a shared responsibility between the tutor, parents, carers and students. All parties are expected to take reasonable steps to maintain a safe, respectful and appropriate learning environment throughout the provision of tuition services.
- This policy should be read alongside the:
 - Safeguarding Policy
 - Behaviour and Conduct Policy
 - Privacy and Data Protection Policy
 - Complaints Policy
 - Terms and Conditions applicable to each service
 - Any additional policies issued by Rosanna Brown English Tuition.

2. Policy Scope

- This policy applies to all educational services provided by Rosanna Brown English Tuition, including:
 - Home Education English Programme
 - One-to-One online tuition
 - One-to-One in-person tuition
 - Group tuition
 - Assessment and marking services
 - Assessment review sessions
 - Educational visits where applicable
 - Online learning platforms
 - Administrative activities directly connected with tuition.
- The policy applies to students, parents, carers and any individual participating in tuition-related activities.

3. General Health and Safety Responsibilities

- Rosanna Brown English Tuition will take reasonable steps to:
 - provide tuition in safe and appropriate environments
 - maintain suitable professional standards during all sessions
 - identify and minimise reasonably foreseeable risks
 - comply with relevant health and safety responsibilities
 - respond appropriately where health or safety concerns arise
 - review working practices where improvements are identified
- Parents, carers and students share responsibility for maintaining a safe learning environment.
- Parents and carers are responsible for:
 - maintaining a safe and suitable environment where tuition takes place within their own home
 - ensuring students are appropriately supervised before and after tuition sessions where applicable
 - informing the tutor of any relevant health, medical or safety information that may affect tuition
 - following reasonable health and safety expectations relating to educational visits and other tuition activities
- Students are expected to:
 - follow reasonable safety instructions
 - behave responsibly and in line with the Behaviour and Conduct Policy
 - use learning equipment appropriately
 - report any health or safety concerns to the tutor or parent where appropriate

4. In-Person Tuition

- Where tuition is delivered in person:
 - sessions will take place only in safe, appropriate and professionally suitable environments
 - tuition locations will be agreed in advance
 - learning areas should be reasonably clean, safe and free from avoidable hazards
 - adequate lighting, ventilation and seating should be available where reasonably practicable
 - emergency exits should remain accessible
 - any health or safety concerns identified during a session may result in the session being paused, relocated or rearranged
- Parents or responsible adults remain responsible for the supervision of children before and after tuition sessions unless otherwise agreed.

5. Home Tuition

- Where tuition takes place in a student's home:
 - parents or carers remain responsible for ensuring that the home environment is safe and suitable for tuition
 - tuition should take place in an appropriate shared family space wherever reasonably practicable
 - learning areas should be reasonably clean, safe and free from avoidable hazards
 - pets should be appropriately managed where necessary
 - parents or another responsible adult should remain reasonably contactable throughout the session
 - parents or carers remain responsible for the general security of their home and any visitors or other individuals present during tuition.
 - the tutor will take reasonable care whilst on the premises and will notify parents of any significant health or safety concern identified during the session
- If the tutor reasonably believes that the environment presents an unacceptable risk to health, safety or wellbeing, the session may be postponed, relocated or terminated.
- Any such decision will be made with due regard to the safety of everyone involved and in accordance with the relevant Terms and Conditions.

6. Online Tuition

- Where tuition is delivered online:
 - approved platforms will be used
 - students should participate from an appropriate learning environment
 - devices used for tuition should be suitable for educational purposes
 - parents are responsible for ensuring appropriate supervision where required
 - parents are encouraged to ensure that students have access to a suitable workspace that is free from unnecessary distractions and reasonably supports safe participation in online learning
 - meeting links should not be shared with unauthorised individuals
 - online safety expectations contained within the Safeguarding Policy and Behaviour and Conduct Policy apply throughout all online sessions
- Where technical difficulties prevent safe or effective delivery of tuition, sessions may be paused or rearranged.

7. Educational Visits

- Where educational visits form part of tuition:
 - appropriate consideration will be given to health and safety before the visit takes place
 - parents will be provided with relevant information about the visit, including arrangements expectations and any health and safety considerations
 - appropriate supervision arrangements will be maintained
 - behaviour expectations remain in accordance with the Behaviour and Conduct Policy

- safeguarding responsibilities remain in accordance with the Safeguarding Policy
- parents remain responsible for providing accurate medical or emergency information relevant to their child
- Where appropriate, parents may also be asked to complete additional consent or medical information forms before an educational visit takes place.

8. Medical Information

- Parents should inform Rosanna Brown English Tuition of any medical condition, allergy, disability or other health matter that may reasonably affect the safe delivery of tuition.
- Only information necessary for educational or safety purposes will be requested.
- Medical information will be handled in accordance with the Privacy and Data Protection Policy.
- Rosanna Brown English Tuition does not provide medical treatment or administer medication except where required in a genuine emergency and where it is reasonable to do so.
- In the event of a medical emergency, appropriate emergency services will be contacted without delay and parents or emergency contacts will be informed as soon as reasonably practicable.

9. Accidents and Emergencies

- If an accident, illness or emergency occurs during tuition:
 - appropriate action will be taken to protect those involved
 - emergency services will be contacted where necessary
 - parents or emergency contacts will be informed as soon as reasonably practicable
 - relevant information may be recorded where appropriate
 - safeguarding procedures will be followed where applicable
- Any significant incident may be reviewed to identify whether improvements to procedures are required.

10. Fire Safety and Emergency Procedures

- Where tuition is delivered in person, reasonable awareness will be maintained of emergency arrangements appropriate to the location.
- Students should follow reasonable instructions given during any emergency.
- If an emergency requires a session to end early, tuition may be rearranged where appropriate in accordance with the relevant Terms and Conditions.

11. Behaviour and Personal Safety

- Health and safety depends upon respectful and responsible behaviour from everyone participating in tuition.
- Students and parents are expected to:

- behave respectfully towards others
 - follow reasonable safety instructions
 - avoid behaviour that may place themselves or others at risk
 - use learning equipment appropriately
 - report any safety concerns promptly
- Behaviour expectations are further explained within the Behaviour and Conduct Policy.

12. Student Wellbeing

- The wellbeing of students will be considered alongside their physical health and safety during tuition. Sessions will be delivered in a supportive and appropriate learning environment, with consideration given to individual needs, comfort and emotional wellbeing.
- Students will be encouraged to communicate if they feel unwell, uncomfortable, overwhelmed or require a break. Where appropriate, concerns about a student's wellbeing will be discussed with their parent or guardian. Any concern that raises a safeguarding issue will be managed in accordance with the Safeguarding and Child Protection Policy.

13. Lone Working

- As a sole trader, Rosanna Brown may occasionally work alone during online or in-person tuition.
- Reasonable steps will be taken to maintain personal safety, including:
 - maintaining professional communication boundaries
 - using approved communication platforms
 - following safeguarding procedures as outlined in the Safeguarding Policy
 - ensuring parents remain reasonably contactable where appropriate
 - avoiding situations that could compromise personal safety or professional boundaries

14. Related Documents

- This Health and Safety Policy should be read alongside the following documents issued by Rosanna Brown English Tuition:
 - Safeguarding Policy
 - Behaviour and Conduct Policy
 - Privacy and Data Protection Policy
 - Complaints Policy
 - Home Education English Programme Terms and Conditions
 - One-to-One Online Tuition Terms and Conditions
 - One-to-One In-Person Tuition Terms and Conditions
 - Group Tuition Terms and Conditions
 - Specialist Feedback Services Terms and Conditions
 - Any additional policies issued by Rosanna Brown English Tuition.

- Together these documents form the policy framework governing the safe, lawful and professional operation of Rosanna Brown English Tuition.

15. Monitoring

- Health and safety arrangements will be reviewed periodically to ensure they remain appropriate to the services provided.
- Where incidents, near misses or changes in working practices identify opportunities for improvement, reasonable steps will be taken to review and update procedures.
- Rosanna Brown English Tuition is committed to maintaining high professional standards through ongoing professional development and adherence to recognised tutoring best practice, including the standards promoted by The Tutors' Association.
- This policy will be reviewed annually or sooner where required by changes in legislation, professional guidance or operational practice.

16. Policy Review

Effective From: September 2026

Review Date: September 2027

Next Scheduled Review: Annually, or sooner where required by changes in legislation, professional guidance or operational practice.