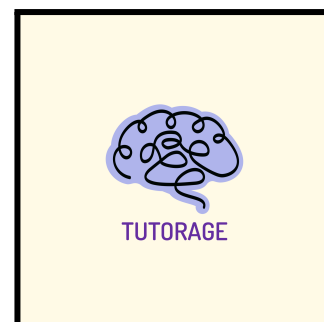


Risk Assessment Policy

Document last updated: February 2026



Introduction

Tutorage C.I.C is focused solely on providing the highest quality education and support whilst creating the best possible outcomes for Children and Young People in the SEN/Care system.

Providing educational provisions for such challenging Children and Young people creates significant hazards and requires specific control measures, including any lone working arrangements. We therefore see it as a priority to ensure we have thorough risk management processes in place from the outset. All our tutors are directed to familiarise themselves with this policy as part of their journey through Safer Recruitment.

Although we understand that we are not employers of tutors, we take their safety extremely seriously and are guided by advice from the HSE and the Law. We are guided by the following pieces of legislation:

- **The Health and Safety at Work etc Act 1974 (HSW Act)**

Employers have a legal duty under this Act to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of their employees.

- **The Management of Health and Safety at Work Regulations 1999**

Employers must consider the risks to employees (including the risk of reasonably foreseeable violence); decide how significant these risks are; decide what to do to prevent or control the risks; and develop a clear management plan to achieve this.

- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

Employers must notify their enforcing authority in the event of an accident at work to any employee resulting in death, specified injury, or incapacity for normal work for seven or more days. This includes any act of non-consensual physical violence done to a person at work.

With respect to RIDDOR reporting, as a self-employed tutor:

- As per guidance from the HSE, if you are working in someone else's work premises and suffer either a specified injury or an over-seven-day injury,

then the **person in control of the premises** will be responsible for reporting under RIDDOR, so, where possible, you should make sure they know about it.

- If there is a reportable accident while you are working on your own premises or in domestic premises, or if a doctor tells you that you have a work-related disease or condition, then **you** need to report it.

Summary of the reasonable steps we take to protect tutors and CYP

The below is not an exhaustive list of our attitudes to risk. Risks to tutors and CYP can emerge from a variety of places and present themselves in a variety of ways. We ensure that **we always do all we reasonably can** to request risk profiles of the CYP we work with from those who commission us for support.

1) Production, monitoring, updating and sharing this Risk Assessment Policy.

2) Collecting risks associated with CYP at the point of referral.

3) Sharing all known risks with the tutor before any provisions commence.

4) Providing a risk assessment for the CYP and the tutor, for every referral, as part of their Contract For Services.

5) Highlighting steps taken to protect safety on tutors' Contract For Services.

6) Asking tutors about risks and risk management as part of their Safer Recruitment, including asking whether they are willing to work as a tutor with increased risks surrounding certain CYP.

7) Conducting a bi-annual Risk Assessment Audit of our approach to risk management, implementing improvements on the back of the audit.

Aims and Objectives

This policy aims to ensure that all self-employed teachers/tutors understand the process of risk management and how it can be integrated into effective supervision practices.

This policy and its contents are one of the several reasonable steps we take to protect the health and safety of teachers/tutors and CYP.

We have specific objectives in place to help protect those involved in our provisions, which include:

- Ensuring there are sufficient systems in place to access and disseminate all risk management documentation relating to each individual young person.
- Ensuring that everyone understands their responsibilities regarding how they manage their own safety when working alongside CYP.
- Ensuring that our tutors fully understand their responsibilities regarding how they manage the safety of the CYP they work with.

Applying the Policy: Dissemination of information

The referral procedures agreed with commissioning bodies, including school and Local Authorities, emphasise the importance of sharing information about each individual young person. The documentation we require, if available, at the point of referral will include:

- Young Person Risk Assessments (YPRA).
- Positive Behaviour Support Plans (PBSP).
- Education, Health and Care Plans (EHCP).
- Personal Education Plans (PEP).
- Any Therapeutic Assessments Inc. CAMHS reports.
- Any accident or medical reports.
- Any specific additional risk factors e.g. fire starter, RSO, persistent allegations against staff, sexualised behaviours, physically challenging behaviours.

Steps taken to establish additional risks

- We always ask about specific risks surrounding the CYP in question and we do our best to ensure that we receive full disclosure about these risks.
- If any commissioning body makes us aware of risks surrounding the CYP, and, for whatever reason, refuses or fails to supply this risk information, we will not go ahead with the referral
- Once collated, all risk management information will be shared with individual tutors prior to them attending any placement. This will be shared in writing as part of their Contract for Services.
- In a reciprocal manner, if requested, we will share all pertinent information regarding our tutors with the placement including:

- o Up to date enhanced DBS certificate.
- o References from previous clients/services.
- o Personal contact information

Applying the Policy: Tutor Safety

As discussed above, tutors are provided with any identified risks prior to the commencement of any referral for a CYP.

Tutors are directed to:

- Familiarise themselves with all documentation relating to each young person they are instructed to support.
- At no point undertake lone working with any young people. In practice, this means that tutors should always ensure that there is a responsible adult in the immediate vicinity (remain in direct verbal contact with supporting adults throughout each and every session).
- Familiarise themselves with existing risk management provisions within the placement, as they will be subject to these controls while working with CYP.

As set out in our guidance document - Initial Contact Planning - which is issued to all tutors and available on their tutor portal, we recommend they undertake a thorough familiarisation session with supporting adults on arrival at any placement.

Reporting risks to safety

Tutors must report to both their supporting adults within the placement and to our Designated Safeguarding Lead (DSL), Claire Shepherd, if:

- They have concerns regarding the safety of CYP*.
- They have concerns regarding their own safety.
- Become aware of any information disclosed by the CYP which places anyone at risk.
- Witness behaviours of concern that places anyone at risk.

**The reporting of Safeguarding Concerns is covered at length in our Safeguarding and Child Protection policy.*

If, after reporting to supporting adults, a tutor considers the placement to be unsafe to either themselves or the young person they are supporting, they are to retire from the situation and report directly to the DSL. At no point will a tutor retire from a placement without notifying the supporting adults within the placement.

Applying the Policy: CYP Safety

Prior to any tutor commencing a placement, referral procedures will identify where tutoring will take place and who the supporting adults will be. All pre-existing risk management procedures produced by the placement will apply as long as tutoring takes place on this identified site and supporting adults remain in attendance.

1) Complete the risk assessment document provided to them via their Tutor Portal. This advice includes a risk assessment pro-forma and guidance from HSE.

2) Once completed, this document will be automatically submitted to our Designated Safeguarding Lead (DSL), Claire Shepherd, a minimum of two working days prior to any planned activity taking place.

3) Both our DSL and the placement will need to accept the risk management procedures before the activity can go ahead.

They will need to consider:

- a. What are the identified risks and have all risks been identified
- b. What control measures are being suggested to reduce the risks
- c. Consider whether these are suitable and sufficient and whether further control measures are required

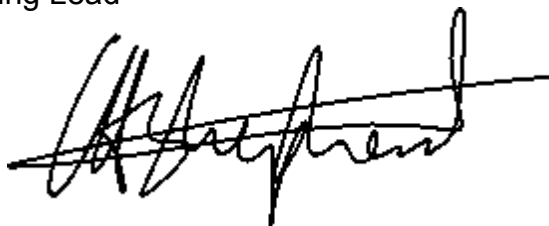
On the rare occasions when previously unidentified risks become apparent, the tutor and supporting adult may need to undertake a dynamic risk assessment to manage the new situation. If a dynamic risk assessment has taken place, a formal written risk assessment record must be made as soon as is reasonably practicable after the event and shared with our DSL.

Once an activity is complete it is good practice to evaluate the effectiveness of the risk management processes and update if necessary. Each activity should be regarded as a separate event; recycling existing documentation without review is undesirable.

Once a risk assessment is obsolete it must be archived for a minimum of 5 years.

Claire Shepherd

Designated Safeguarding Lead

A handwritten signature in black ink, appearing to read 'Claire Shepherd', written over a horizontal line.

