



More than words Tuition

Healthy and Safety Policy

Last updated: 1st June 2025

By: Maeve Ryan (Director)

Principles

We aim to provide safe working and learning conditions for both students and tutors.

It is important that all tutors working on behalf of More than words Tuition are aware of this policy and have familiarised themselves with it and the company's safeguarding policy. This policy should be read and understood before engaging in any lessons arranged by More than words Tuition.

EHCP

Tutors should take every reasonable step to eliminate potential risks to increase safety and confidence. They should make themselves aware of the student's education health care plan and any other documentation if appropriate, before commencing tuition.

We aim to promote an environment of trust and understanding. Those working with children and young people should not tolerate unsociable behaviour but should try to ensure good working relationships.

All tutors should:

- Ensure the environment does not display any inappropriate images or documentation capable of being viewed by the student or parent/guardian when conducting a lesson.
- Treat students fairly and without prejudice or discrimination.
- Ensure language is appropriate and not offensive or discriminatory.
- Ensure any contact with the student is appropriate to their role as a tutor and confined to the relevant tutorial lesson.
- Not make any improper suggestions to a student.
- Not send any unsolicited communications to the student or parent/guardian.
- Value the students' contributions seriously.
- Report any dispute with a student or parent/guardian to More than words Tuition director.

- Report any inappropriate behaviour or illegal activity identified in the tutorial lesson by the student or third party, in accordance with the procedures set out in the More than words Tuition Safeguarding and Child Protection Policy.

Personal Safety Guidelines

- Always have a mobile phone charged and available.
- Do not give your address or home phone numbers to pupils.
- Do not give your mobile phone to the young person to use for any reason.
- Keep your personal items, e.g. purse/wallet, car keys, etc safe and secure.
- Ensure an appropriate adult is always present.
- Ensure regular contact with More than words Tuition director.
- Keep a record of each lesson including brief notes of what work covered and any other appropriate information.
- Report any concerns to More than words Tuition as soon as possible.