

SPARK ACADEMY

HEALTH AND SAFETY POLICY

Health and Safety Policy for Home-Based Tutoring Services

Policy Updated: February 2026

Next Review Date: February 2027

1. Policy Statement

Spark Academy Tutoring is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all tutors delivering educational services in students' homes or online.

We aim to provide a safe, professional, and responsive working environment for tutors, students, and families. This policy applies to all tutors working in a freelance/self-employed capacity on behalf of Spark Academy Tutoring.

2. Legal Context: Freelancers and Health & Safety Law Under the Health and Safety at Work etc. Act 1974:

Companies that engage freelancers have a legal duty to ensure, so far as is reasonably practicable, that work activities carried out by those freelancers do not pose a risk to their health or safety or to others.

Freelancers (self-employed tutors) are also responsible for ensuring that their activities do not endanger themselves or others and must comply with relevant health and safety regulations when delivering services.

Therefore, while tutors may work independently, they are still required to follow this policy and any health and safety procedures provided by the company.

3. Responsibilities Business Owner

- Communicate this policy to all tutors.
- Provide Home and Online Risk Assessment Templates.
- Provide an Accident & Incident Reference Guide for Tutors.
- Provide an Accident & Incident Report Form.
- Review all reported incidents and take appropriate action.
- Review and update this policy annually or sooner if required.

4. Tutors must

- Take reasonable care of their own health and safety.
- Conduct dynamic risk assessments when entering a home or starting an online session.
- Stop a session if they feel unsafe.
- Follow the No Contact Policy.
- Report all accidents, incidents, and near misses.
- Complete the Accident & Incident Report Form promptly after any incident.
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If tutors are unsure what to do, they must refer to the Accident & Incident Quick Reference Guide for Tutors and contact management for advice.

Freelance tutors remain responsible for any insurance obligations linked to their self-employed status.

SPARK ACADEMY

HEALTH AND SAFETY POLICY

4.1 Lone Working

Tutors must only teach lessons that are scheduled on their Tutorbird- if they are changing the day and time of a session this must be communicated to management so their planner can be updated.

4.2 Home Environment Hazards

Tutors must remain alert to hazards such as:

- Aggressive or uncontrolled pets
 - Poor lighting
 - Unsafe or unstable furniture
 - Old/unsafe equipment
 - Excessive clutter or no suitable workspace
 - Trip hazards
 - Inappropriate or threatening adult behaviour
- If a tutor believes a home is unsafe or unsuitable:
- They must not remain in the property.
 - They must report the concern to Spark Academy Tutoring immediately and complete the Accident & Incident Report Form.
 - Spark Academy Tutoring will:
 - Assess the risks.
 - Communicate sensitively with parents/carers.
 - Complete a formal risk assessment where necessary.
 - Agree adaptations required before tuition resumes.

4.3 Online Sessions

Tutors must:

- Maintain professional conduct at all times.
 - Pause or end sessions if behaviour becomes unsafe or inappropriate.
 - Report any incidents using the Accident & Incident Report Form.
- Where concerns arise, Spark Academy Tutoring may:
- Update or complete a risk assessment.
 - Set clear expectations for online conduct.
 - Require parental supervision.
 - Adjust platform safety controls.
 - Pause tuition until safe arrangements are agreed.

4.4 Personal Safety

A parent/guardian must be present within the home unless a parental agreement form has been completed..

Tutors should avoid sharing unnecessary personal contact information.
Travel and access arrangements should be planned to minimise personal risk.

4.5 Illness or Infection

Sessions should not proceed if the tutor or anyone in the student's household has symptoms of a contagious illness.
Hand hygiene should be maintained, and face coverings may be used if appropriate.

SPARK ACADEMY

HEALTH AND SAFETY POLICY

5. Accident & Incident Reporting

All tutors must report:

Injuries (to themselves or others)

Near misses

Aggressive or unsafe behaviour

Unsafe home environments

Property damage during sessions

Online safety concerns

Reporting Process

1. Make the situation safe.
2. Seek emergency help if required.
3. Inform parent/carer if appropriate.
4. Contact Spark Academy Tutoring as soon as possible.
5. Complete the Accident & Incident Report Form promptly.

The form should be completed as soon as possible while details are fresh.

Tutors should use the Accident & Incident Quick Reference Guide if they are unsure of the correct steps to take.

Policy Review

This policy will be reviewed every 12 months or sooner if:

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A relevant legal change occurs

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A serious incident requires review

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Working practices are significantly updated