



REP Learning
Chippenham
Telephone: 07881345687
Email: info@replearning.co.uk
Website: www.replearning.co.uk

Lone Working Policy

Effective Date: 09-07-2026 | Business Name: REP Learning

Policy Overview and Purpose

This policy applies to all tutors who operate independently without the immediate presence of colleagues or managers. It outlines the mandatory safety protocols to minimise risks associated with isolation, personal safety, and emergency situations.

Risk Categories and Protocols

In-Person Home Visits (Highest Risk)

Tutors visiting clients' homes must strictly adhere to the following safety controls:

The Over-18 Rule: A parent, guardian, or responsible adult over the age of 18 **must** remain on the premises for the entire duration of the lesson. Tutors must leave immediately if no adult is present.

Visible Learning Spaces: Lessons must only take place in communal, open areas of the house (e.g., dining room, living room) with doors kept open. Tutors must never conduct lessons in a student's bedroom.

Pre-Visit Environment Check: Upon entry, tutors should mentally identify exit routes and ensure their path to the exit is not blocked.

Incidents and the Right to Withdraw

Tutors have the absolute right to prioritise their personal safety over service delivery.

Immediate Dynamic Withdrawal: If a tutor feels unsafe, threatened, or uncomfortable at any point (due to aggressive behaviour, domestic disputes, intoxication, or structural hazards), they must **terminate the session immediately and leave the premises**.