



Open Doors Online English Tutoring

Open Doors. Open Minds. Open Lives.

Risk Assessment

Date of risk assessment: 12th January 2026

Date of next update: 30th September 2026

Person responsible: Miss Emily Grant

Potential risk	Potential harm caused by risk	Risk control methods in place	Assessment of risk before control methods	Assessment of risk after control methods	Date reviewed
False or malicious safeguarding allegation against Emily Grant, English Tutor	Potential for reputational damage if false allegation	Parents and Guardians are asked to remain in earshot during lessons and there must always be an adult in the building with the student while they undertake tuition. The Parent/Guardian is welcome to attend	Medium	Low/ medium	12.1.2026

		<p>any lesson and the Student is free at any time to go and speak with the adult in the building or leave the lesson if they are concerned</p> <p>Lessons are recorded and securely stored on Bramble for 1 year after the Student's tuition has ended</p> <p>Record of children's behaviour during session kept and any issues are immediately reported</p> <p>Safeguarding is a priority, as demonstrated through Emily Grant undertaking an Enhanced DBS check and registering on the DBS Update Service, having undertaken yearly safeguarding training with The Tutor's Association, the</p>			
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		<p>Safeguarding Policy is shared with parents/guardians and students</p> <p>The Tutor has signed up to receive weekly emails from the NSPCC detailing safeguarding updates</p> <p>The Safeguarding Policy clearly outlines how contact between the Tutor and Parent/Guardian should operate and that the Student may only contact the Tutor through their Parent/Guardian's provided email with their consent</p>			
<p>Safeguarding concern – the Student is at risk of harm from an adult or child</p>	<p>Potential for child abuse</p>	<p>Safeguarding policy in place</p> <p>The Tutor has signed up to receive weekly emails from the NSPCC detailing safeguarding updates</p>	<p>Medium</p>	<p>Medium/low</p>	<p>12.1.2026</p>

		<p>The Tutor will check in with the Student each lesson and be alert to signs of child abuse. The Tutor will be approachable and if the Student makes a disclosure, the Tutor will record and report this. If the Tutor suspects there may be reason to suspect child abuse, they will record and report this</p>			
<p>Safeguarding issues – someone other than the Parent/Guardian, Tutor or Student is present during an online lesson, possibly in the background</p>	<p>Potential for child abuse</p>	<p>Safeguarding policy</p> <p>The Tutor has signed up to receive weekly emails from the NSPCC detailing safeguarding updates</p> <p>Only the Student and their Parent/Guardian have access to their Bramble Room link and lessons take place</p>	<p>High</p>	<p>Low</p>	<p>12.1.2026</p>

		<p>on the secure platform, Bramble</p> <p>The Tutor will teach in a private location</p> <p>The Student should undertake lessons within earshot of their Parent/Guardian but no one else</p>			
Safeguarding - child on child abuse	Potential for child on child abuse	<p>Safeguarding policy; zero tolerance for unacceptable behaviour, as seen in the expectations for conduct in the Class Contract</p> <p>Parents/Guardians are responsible for ensuring that Students do not share contact details with the other Students in their group lesson</p> <p>Parents/Guardians are responsible for ensuring that Students do not enter their Bramble lesson</p>	High	High/medium	12.1.2026

		<p>room outside of agreed lesson times or use the recordings of lessons inappropriately in a way that may upset other group members. They are to be used for private personal revision only</p> <p>Any concerns of child on child abuse will be recorded and the child who has broken the conduct agreement may be removed from the group lesson entirely</p> <p>The Tutor has signed up to receive weekly emails from the NSPCC detailing safeguarding updates</p>			
Data concern – access to lesson recordings on Bramble	Potential privacy issue	The lesson recordings are stored securely on Bramble, a site that is purposely designed for online tutoring and	Medium	Low	12.1.2026

		<p>takes privacy seriously</p> <p>The recordings will be deleted 1 year after the Student completes their tuition</p>			
Health and Safety	Potential for injury	<p>Health and Safety Policy in place</p> <p>Parents/Guardians are responsible for ensuring that the Student's work area for tuition is free from hazards and that there is always an adult in the building that the Student can go to ask for help, such as first aid or any other emergency</p> <p>The Tutor will ensure they have minimised the hazards in their own environment</p>	Medium	Low	12.1.2026
Medical emergency (for example, serious allergic reaction)	Potential for death or serious illness	The Parent/Guardian will inform the Tutor of any serious medical conditions or	High	Medium/ low	12.1.2026

		<p>allergies in the Tutor-Client contract and ensure that any risk to the Student is minimised during lessons and that they have an adult in the building they can go to.</p> <p>In an emergency, the Tutor will contact the Parent/Guardian by telephone and therefore the parent/guardian must ensure they update the Tutor if their contact details change or the Student is being accompanied by a different adult</p>			
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Please sign below to indicate that as the Parent/Guardian, you have understood the risks involved with undertaking tuition from Open Doors Online English Tutoring and pledge that you will minimise the risks to the Student.

Signed:

The Tutor

Date: 12.01.2026

The Tutor: Miss Emily Grant

Signature:

The Client

Date:

The Client:

Signature: