



Open Doors Online English Tutoring

Open Doors. Open Minds. Open Lives.

Risk Assessment

Date of risk assessment: 28th July 2026

Date of next update: 30th September 2027

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	Medium	Low/medium	28.07.2026

		attend 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 Lessons are recorded and securely stored on Bramble for 1 year after the Student's tuition has ended Record of children's behaviour during session kept and any issues are immediately reported 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			
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		Association, the Safeguarding Policy is shared with parents/guardians and students The Tutor has signed up to receive weekly emails from the NSPCC detailing safeguarding updates 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			
Safeguarding concern – the Student is at risk of harm from an adult or child	Potential for child abuse	Safeguarding policy in place The Tutor has signed up to receive weekly emails from the NSPCC detailing safeguarding updates	Medium	Medium/low	28.07.2026

		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			
Safeguarding issues – someone other than the Parent/Guardian, Tutor or Student is present during an online lesson, possibly in the background	Potential for child abuse	Safeguarding policy The Tutor has signed up to receive weekly emails from the NSPCC detailing safeguarding updates Only the Student and their Parent/Guardian have access to their Bramble Room link and	High	Low	28.07.2026

		lessons take place on the secure platform, Bramble The Tutor will teach in a private location The Student should undertake lessons within earshot of their Parent/Guardian but no one else			
Safeguarding - child on child abuse	Potential for child on child abuse	Safeguarding policy; zero tolerance for unacceptable behaviour, as seen in the expectations for conduct in the Class Contract Parents/Guardians are responsible for ensuring that Students do not share contact details with the other Students in their group lesson Parents/Guardians are responsible for ensuring that Students do not	High	High/medium	28.07.2026

		enter their Bramble lesson 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 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 The Tutor has signed up to receive weekly emails from the NSPCC detailing safeguarding updates			
Data concern – access to lesson	Potential privacy issue	The lesson recordings are stored securely on Bramble, a site	Medium	Low	28.07.2026

recordings on Bramble		that is purposely designed for online tutoring and takes privacy seriously The recordings will be deleted 1 year after the Student completes their tuition			
Health and Safety	Potential for injury	Health and Safety Policy in place 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 The Tutor will ensure they have minimised the hazards in their own environment	Medium	Low	28.07.2026
Medical emergency (for	Potential for death or	The Parent/Guardian	High	Medium/ low	28.07.2026

example, serious allergic reaction)	serious illness	will inform the Tutor of any serious medical conditions or 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. 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			
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