

Parents will naturally wish to be satisfied that they are employing someone properly qualified and who is safe to work with their child:

- Wherever possible go through your child's school in the first instance. Where you do not wish to do this, you should still inform the school of your intention to provide additional tutoring.
- Remember, you are the employer and it is therefore essential to see references and check out concerns.
- Ask for evidence of qualifications.
- Ask to see evidence of a current CRB (Criminal Records Bureau) Check (within the last 3 years).
- Check out any reasons for career gaps.
- Observe the interaction between the candidate and your child.
- When tutoring takes place in your home ensure that the study area is well organised, quiet and orderly, but is easily accessible to allow observation of lessons. Do not use a bedroom.
- Remain on the premises when tutoring takes place in your home or on one-to-one situations outside the home.
- Ensure that you are able to monitor the work undertaken. Talk to your child about their progress and see their written work.
- When your child goes to group tuition, check with your child that s/he remained in the group.
- Do not be afraid to report any abusive or inappropriate behaviour to the proper authorities, and to dismiss the individual from your employ.
- If in doubt about recruiting a particular individual – DON'T!

By following the guidance within this leaflet, parents/carers will have taken reasonable steps to safeguard their child.

For further information regarding employing private tutors, please contact:

**Education Welfare Service
Children's Services
429-433 Pinner Road
North Harrow
Middlesex
HA1 4HN**

**Tel: 020 8863 5544
Fax: 020 8861 1816**



**Education Welfare
Service**

**Guidance for
parents/carers
considering
employing a
private tutor**

This leaflet is intended to assist parents/carers in safely selecting an appropriately trained and verified professional to work with their child.

Parents/carers may consider employing a tutor for a variety of reasons. It may be to assist their child generally with their schoolwork; to help them improve on potential examination grades, to learn a musical instrument or other extra curricular activity, e.g. sports coaching and drama. This leaflet is also intended to assist parents who are or may be considering educating their children at home.

The school may be able to offer additional support to your child on site as part of the individual support they provide. They will already have a good knowledge of your child and of his/her individual learning needs and abilities. The school may also be able to advise you of additional borough services, e.g. music or drama.

Many private tutors advertise in local papers, often under specific subject headings. Parents considering this option should ensure that they are satisfied that the tutor in question is qualified and, has been checked as suitable to work with children and young people. When recruiting privately, it is still helpful to inform the school that you are doing so to enable them to be responsive to your child's changing learning needs.

Always interview any potential candidate, ask to see and check their professional references and qualification certificates. If there are any career gaps on the individuals resume, ask for reasons why and seek evidence of explanations given.

If the tutor is also currently employed by a local school or other educational establishment, ask for a reference from the Headteacher or Head of Service.

Ask to see his/her Criminal Records Bureau (CRB) enhanced Check. This will indicate that the individual has been checked against any known offences. Ensure that the check is dated within the last 3 years.

It is also helpful for the tutor to meet your child prior to you making a decision to appoint. Observing the interaction between the tutor and your child may help inform your decision.

Tuition is best undertaken in the home in a quiet place away from the distractions of television or radio and which is relatively well organised and suitable for study. Bedrooms are not suitable for these purposes. Regardless of which room is chosen as the teaching area, it is important that you have access to it and can observe activity at any time you wish.

You should stay on the premises with your child in sight.

Seek assurances that your child will remain within the group.

Any adult who behaves in an inappropriate or abusive manner with a child should be reported to Social Care or the Police.

If your child tells you of inappropriate behaviour by the tutor, you should listen to your child and reassure them that it is not their fault. In such circumstances you should ensure that the individual is dismissed immediately from the position of private tutor to your child. You should inform the local Social Services or Police who will make further enquiries and, where necessary, investigate a child protection investigation.

Local Authorities (LAs) do not hold lists of this nature. LAs do on occasions employ home tutors in order to make provision for children who are unable to attend school, or for whom alternative arrangements are necessary and for other special circumstances. However, parents/carers wishing to supplement or replace LA provision are solely responsible for selecting and funding private tuition.