



Doncaster
Council



Doncaster Children's
Services Trust



DONCASTER
SAFEGUARDING
CHILDREN
PARTNERSHIP

Guidance for Parents/Carers Considering Employing an Out-of-School Private Tutor

DRAFT

Introduction

Parents may consider employing a private tutor for a variety of reasons. They may wish, for example, to assist their child generally with school work; to help them build confidence with a particular subject or skill such as reading; to help them improve on potential examination grades or to help them learn a musical instrument, sport or other skill.

This guidance is intended to assist parents in selecting an appropriately trained and verified professional to work with their child as a private tutor.

Approved:

Review date:

Safeguarding and Child Protection

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Thinking of Employing a Private Tutor for your child?

If you are thinking of getting a tutor for your child, this leaflet gives you some important information. It explains how you can go about choosing a tutor who is properly trained and approved.

The information also applies if you plan to send your child to a tutor group or centre.

It is for parents of children who attend school. It is the parents' responsibility to check the tutors suitability to work with their child/young person. This leaflet is purely for guidance to assist in making a decision on finding a suitable private home tutor.

If you intend to educate your child at home instead of at a school: please contact Doncaster's Elective Home Education Service: email: ehe@doncaster.gov.uk / tel: 01302 736504

Parents or carers may employ a tutor for a variety of reasons:

- To help with school work
- To improve grades or exam results
- To learn a musical instrument
- To take part in out of school activities such as sports or drama
- To build confidence and ability in reading, maths or writing
- To teach your child more about their heritage, faith or culture.

Does the council hold a list of tutors?

No the council does not hold a list. You as a parent or carer are responsible for choosing and paying for private tuition. But we would recommend using a tutor that is registered with a private tutoring agency.

Are tutors regulated by Ofsted, the Dept of Education or Doncaster Council?

- Tutors are not required to be registered or approved by any statutory organisation
- Tutors do not have to be a qualified teacher
- Any person can seek work as a tutor.

We recommend using a tutor who is qualified in the subject area you require.

Can my child's school help me find a tutor?

Your child's school is often the best place to start. Talk to them about why you think a tutor might help your child. School staff may not be aware of your worries. Staff will already know your child and should be able to talk to you about how much progress they are making, any issues and what you can do to help them to achieve their best.

School may be able to offer extra help to your child as part of the teaching they provide. School may also know of other teaching staff that may be able to tutor your child at home on a private, paying basis. This would be a private arrangement between you and the tutor and it would still be your responsibility to monitor arrangements and ensure your child stays safe, whilst also knowing who to contact should you have any concerns on the conduct of the tutor.

As part of their job in schools, private tutors who also work in maintained schools will have been checked to make sure they are suitable and qualified to work with children.

School may also be able to tell you about local services that may be of interest to your child. There may be local sports, drama or music groups that your child can join.

Whatever you arrange for your child it is helpful to tell their school of your plans, so that you work together to help your child and the school can take this into account when planning lessons for your child.

How do I find a tutor?

Before deciding a tutor consider safer recruiting processes:

http://doncasterscb.proceduresonline.com/chapters/p_safer_recruit.html?zoom_highlight=safere+recruitment.

Find a tutor by:

- Asking other parents if they can recommend anyone
- Suggestions from your child's school
- Contacting tutoring agencies who advertise and employ tutors and advertise in local press and on the internet

- Consider home tutors that will visit or come to your house rather than taking your child to their home. Consider dangerous dogs, home conditions – are they suitable for your child (allergies)?
- Consider supervision of your child during the tutoring, can you observe the tutoring taking place? Would a tutor know how to respond to any medical needs or emergency in your absence?
- Consider who else is in the house at the time of the tutoring, do any relatives pose a risk?

Whichever way you find a tutor, you and your child should meet with the tutor before tutoring begins. This means you can see how the tutor and your child seem to get on. If everyone feels comfortable with it then the tutor can be employed.

When choosing a tutor how can I be sure that they are properly qualified and do not pose a risk to my child?

You will be employing the tutor. All employers need to ensure staff working with children are properly qualified and do not pose a risk to children, so you should:

- Interview prospective tutors - consider safer recruitment http://doncasterscb.proceduresonline.com/chapters/p_safer_recruit.html?zoom_highlight=saferecruitment and ask your agency what checks they carry out
- Ask the tutor for names and contact details of other families they have worked and check this out – see if you can meet these families and confirm the tutor's suitability
- See and check their professional references and qualifications certificates and ask for an enhanced DBS check/ask to see the DBS certificate and consider if this is recent
- Not all private tutors are qualified teachers, but they may have other qualifications. Make sure they have the subject specific qualifications to satisfactorily meet your requirements
- If the tutor currently works in a school ask for a reference from the Head Teacher
- Contact referees to check references are real and accurate
- If their CV shows time gaps when they appear to have not been doing anything, ask for the reasons and seek evidence to check this out.

Safeguarding Checks

- It is likely that many private tutors will not have an enhanced Disclosure and Barring Service (DBS) check (formerly known as a CRB check). If you take on the tutor yourself, this is considered a private arrangement between you and the tutor and is not covered by the law that requires employees and volunteers who work alone with children to obtain a DBS check. Individuals, including self-employed tutors, cannot request criminal records checks on themselves through the DBS.
- Tutors must have DBS enhanced checks that have been done for other work they do. This may be teaching work they are employed to do at a school or it may be for other work they do, such as fostering and adoption or volunteering. If this is the case you should ask if you can see a copy of their disclosure certificate. It is for the individual tutor to agree that you can see their (DBS) certificate
- It is up to you as a parent/carer to decide whether it is too risky to your child to employ a private tutor without a DBS check, or with a DBS check undertaken for other purposes. We would only recommend tutors that have an enhanced DBS check.
- Some tutors may have DBS checks done through an agency or organisation offering tuition services.

When I have found a tutor, where should tuition take place?

Tuition is best to take place in your home, in a quiet place away from distractions and you should be able to observe the session.

Bedrooms are not suitable for tuition. It is reassuring to children and tutors to know that parents or carers are near and can go in to the tuition room and watch the work at any time. Whether at home or a tutor's location, it is important that you are able to go in to the teaching area and can watch and listen if you wish. Doors can be kept partly open to allow both an undisturbed learning environment and your supervision.

Any tutor who is aware and supportive of current professional standards in tutoring should have no objection to these arrangements and is likely to offer them without your suggestion.

How do I help my child get the most benefit from the tutoring?

Make sure that you are able to monitor and take an interest in the work undertaken. Talk to your child about their progress and their work. Talk to the tutor about the learning plans for your child and how you can support them.

What about discipline and punishment?

Tutors like schoolteachers, are not allowed to smack or hit pupils even if parents allow or request it. It is important that you and the private tutor discuss what forms of discipline to implement if your child misbehaves.

What should I do if my child tells me something inappropriate has happened or if I find the tutor behaving inappropriately with my child?

Any adult who behaves in an inappropriate or abusive manner with a child should be reported to the Local Area Designated Officer (**LADO**). More information can be found via <https://www.doncasterchildrenstrust.co.uk/how-we-work-you/local-authority-designated-officer>. Telephone numbers 01302 737748 / 01302 737332.

<https://www.doncasterchildrenstrust.co.uk/worried-about-a-child> to report concerns online, or call the MAAP Team on 01302 737777

If harm has been caused, report to the police - 101 or emergency 999. The relevant authority will then make further enquiries and where necessary instigate a child protection investigation.

If you have such a concern, report it, stop using the tutor and reassure your child.

Contact Us:

For urgent advice - Doncaster Children's Services Trust MAAP Team:

Switchboard: 01302 737777

Out of Hours (Emergencies only): 01302 796000

Enquiries - Doncaster Children & Young People's Safeguarding Service, Doncaster Council:

01302 862492 / cypssafeguardingsupport@doncaster.gov.uk