

private tutor to your child. You should inform the local social services or police who will make further enquires, and where necessary instigate a child protection investigation.

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

Action Check list:

- 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 to check out concerns
- Ensure that you do see and check references by making direct contact with the referee
- Ask for evidence of qualifications
- Ask to see evidence of a current CRB (Criminal Records Bureau) check (within 3 years)
- Check out reasons for any 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 in 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 you 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.
- Do not assume anything. Check everything!
- If in doubt about recruiting a particular individual – DON'T!

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

If you have concerns about the safety and well being of any child contact Enfield Social Services Children and Families on 0208 379 1000.

Enfield LSCB wish to thank the IRSC Network for their help in making this leaflet.

Further copies of this leaflet can be obtained from Enfield Local Safeguarding Children Board at Southgate Town Hall, Green Lanes, N13 4XD, telephone: 020 8379 2850.



London Borough of Enfield

Local Safeguarding
Children Board

Guidance for
parents/carers
considering
employing
a
private tutor

INTRODUCTION

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.

Does the Local Education Authority hold a list of approved tutors?

Local Education Authorities (LEAs) do not hold lists of this nature, LEAs do on occasion 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 LEA provision are solely responsible for selecting and funding private tuition.

Can my child's school provide additional help?

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 or her individual learning needs and abilities. The School may also be able to advise you of additional Borough services e.g. music or drama.

How do I find a tutor?

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.

When selecting a tutor, how can I be sure that he or she is properly qualified and does not pose a risk to my child?

Always interview any potential candidate, ask to see and check their professional references and qualification certificates. If there are 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 head teacher or head of service.

Ask to see his or her Criminal Records Bureau (CRB) 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 tutor and child may help inform your decision.

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

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.

When your child goes to other premises for one-to-one tuition.

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

When your child goes for group tuition.

Seek assurances that your child will remain within the group.

What should I do if my child tells me something inappropriate has happened or 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 Social Services 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 circumstance you should ensure that the individual is dismissed immediately from the position of