

# Thinking of employing a Private Tutor or sending your child to an Out of School Club?



Clubs, classes and tutorial sessions offer great ways for children and young people to develop their skills and confidence. But did you know that there is no regulation around certain types of activities with children? Even people who have committed criminal offences can legally continue to work in some roles, e.g. children's entertainer, private tutor.

## **So, how can you ensure that your children will be happy and protected?**

This fact sheet will help you to consider: What to look out for; What to ask and; What to do if you have any concerns.

## **How do I find a tutor or out of school club?**

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

Whichever way you find a tutor or out of school club, you and your child should meet with the tutor or club teacher before the sessions begin. This means you can see how the tutor and your child seem to get on.

## **Don't simply assume that the provision will be safe. Make sure you ask these important safety questions....**

- Can I read your policy on safeguarding children?
- Can I read your health and safety policy?
- Can I stay to observe the session?
- What emergency procedures do you have in place?
- Can I have a copy of your code of conduct for staff, volunteers and for children?
- Are all staff trained in safeguarding and first aid?
- Who do I speak to if I have any concerns?
- Do you have a child safeguarding page on your website, or a leaflet or information sheet that I can read?

**High quality clubs and organisations will always welcome questions about their activities, the safety of their environment and care of your child.**



### **How can I be sure that they are properly qualified and do not pose a risk to my child?**

- Ask to see and check their professional references and qualifications certificates.
- Ask to see a copy of their Disclosure and Barring Certificate (Private Tutors are only entitled to a basic check). However, don't let a DBS give you a false sense of security.
- Make sure that you can monitor and take an interest in the activities undertaken.
- Talk to your child about their progress and what they have been doing.
- Do you know anyone who this person has previously worked with that you can contact?



### **Where should Private Tuition take place?**

- Tuition is best to take place in the home, in a quiet place away from distractions.
- Bedrooms are not suitable for tuition.
- Be clear where the tutoring will take place and who will be present. You may wish either to be present in the same room, or to leave the door open and enter the room at random.
- Doors can be kept partly open to allow both an undisturbed learning environment and your supervision.
- Whether at home or a tutor's location it is important that you are able to go into the teaching area and can watch and listen if you wish. It is reassuring to children and tutors to know that parents or carers are near.
- If online, ensure sessions are arranged between yourself and the tutor directly and not your child. Sessions must not be recorded without your approval. Again, try and be present in the room for the whole session or popping in to check.

**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.**



### **Make sure your child knows:**

- A tutor is a teacher not a friend – they should behave in a professional way like a teacher
- Neither tutor nor child should share personal information, private messages or photos or videos
- They must never meet without your approval or communicate on a different platform outside of the session.
- They can tell you if they are asked to keep a secret or, anything happens or is said that is strange or makes them feel uncomfortable, scared or upset.



**Remember a DBS check and qualifications are not a substitute for parental vigilance, trust your instincts and don't be afraid to call off any lessons if you, or your child feels uncomfortable. If you have such a concern, report it, stop using the tutor and reassure your child.**



Any adult who behaves in an inappropriate or abusive manner with a child should be reported to Hillingdon Children's Social Care Services on 01895 556 633 the Police 101 or Hillingdon Council's Local Authority Designated Officer (LADO) at [rwratten@hillingdon.gov.uk](mailto:rwratten@hillingdon.gov.uk). The relevant authority will then make further enquiries and where necessary instigate a child protection investigation.

