

Thinking of employing a **Private Tutor?**

Guidance for parents/carers



This leaflet is to help parents/carers to safely select an appropriately trained and verified tutor for their child.

Additional guidance for parents who elect to home educate their children is available. For further information contact Admissions and Awards at Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NN or call 020 8708 3282.

Thinking of employing a private tutor?

Parents/carers may employ a tutor for their child(ren) for a variety of reasons.

- to help with their school work;
- to improve their grades;
- to learn a musical instrument;
- other extracurricular activity (e.g. sports coaching and drama); or
- accompanying on musical instruments.



Does the Council hold a list of approved tutors?

No, the Council does not hold such lists, parents/carers are solely responsible for selecting and funding private tuition.

Can the school help me identify a tutor?

No, but 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 and drama.

How do I find a tutor?

Many private tutors advertise in local papers and on the Internet. Parents hiring a tutor should make sure the tutor is qualified and can show you their Criminal Records Bureau Disclosure certificate (CRB).

When recruiting privately, you should inform your school so they can be responsive to your child's changing needs.



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

This is not a definitive list and parents should gather as much information as possible before employing a private tutor.

- Always interview candidates, ask to see and check their professional references and qualification certificates.
- Check the tutor is competent in the area that you are looking for, i.e. GCSE or A Levels, and are familiar with the syllabus.
- If there are career gaps on their CV, ask for reasons and seek collaborative evidence.
- If the tutor is 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 their latest Enhanced Criminal Records Bureau Disclosure certificate (less than two years old is good practice.) Although this can help parents to safely choose a tutor, it is not required by law for tutoring. Individuals cannot obtain CRB checks as 'individuals' but this could be undertaken by a registered organisation. Disclosure certificates have no validity period. The information provided on the certificate is only correct up until the date of issue shown at the top of the Disclosure certificate but obviously it can not make apparent any new information that may arise on the individual after this date.
- The Government is currently reviewing the proposals for the operation of the Independent Safeguarding Authority (ISA). It may in future be possible for parents and carers to check the ISA website whether a self-employed tutor is registered with the ISA. For more information go to www.isa.gov.org.uk.
- It is also useful for the tutor to meet your child so you can see if they get on before you hire them.

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

In the home, in a quiet place away from distraction is best.

Bedrooms are not suitable for study. It is important that you have access to the room and can watch the tutor at any time.

When your child goes to another premises for one-to-one tuition, you should stay with your child in sight and, 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 and the Police. The relevant authority will then make further enquiries, and where necessary instigate a child protection investigation.

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 cease to use the tutor's services immediately.

Checklist

- ☐ Wherever possible go through your child's school in the first instance. In any event you should still inform the school of your intention to provide additional tutoring.
- ☐ Remember, you are the employer. 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 to see evidence of qualifications.
- ☐ Ask to see evidence of a current CRB Disclosure certificate (within two 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, 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 your child that she or he remained with the group at all times.
- ☐ Do not be afraid to report any abusive or inappropriate behaviour to the proper authorities, and to dismiss the individual from your employ if this occurs.
- ☐ Do not assume anything. Check everything!
- ☐ If in doubt about recruiting a particular individual – **DON'T!**

If you have any concerns about a tutor, please contact:

Child Protection & Assessment
Team (CPAT)
London Borough of Redbridge
Lynton House
255-259 High Road
Ilford
IG1 1NN

Tel: 020 8708 3885 (9am to 5pm)
Tel: 020 8553 5825 (after 5pm)
Fax: 020 8708 3886
Email:
cpat.referrals@redbridge.gov.uk



London Borough of
Redbridge



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020 8554 5000