

# Thinking of employing a **Private Tutor**?

Guidance for parents and carers



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

Additional guidance for parents who decide to educate their child at home 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 or carers may employ a tutor for their child or children 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 and 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 or 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 are themselves wholly responsible for ensuring the tutor is appropriately qualified and safe to work with their child.

When recruiting privately, you should inform your school so that 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.
- Under the rules governing criminal records checks, individuals cannot request Disclosure and Barring Service checks on themselves.
- Many private tutors will not have an Enhanced Disclosure and Barring Service Check for Regulated Activity (DBS check) for their work as a tutor. Some may have DBS checks done for other work such as teaching, fostering and adoption or volunteering. It is at the discretion of parents to decide whether it poses an unnecessary risk to their child to employ the services of a private tutor without a DBS check or with a DBS check undertaken for other purposes.
- Some tutors may have DBS checks done through an agency or organisation offering tuition services. It is at the discretion of parents to decide whether the agency or organisation is sufficiently trustworthy to undertake these DBS checks.
- It is also useful for the tutor to meet your child so that 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.
- Where a DBS check exists, parents can ask to see evidence of it either directly from the individual tutor or can seek confirmation from the organisation or agency employing the tutor that a DBS check has been done and is satisfactorily clear. In most cases private tutors, agencies or organisations will be prepared to share this information. Where the information is withheld, or information shared gives rise to concern, it is at the discretion of the parents to decide whether a tutor poses an unnecessary risk to their child.
- 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 – **Do not do it**

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](mailto:cpat.referrals@redbridge.gov.uk)



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