

Any tutor that is mindful and aware of current expectations toward safeguarding children should have no objection to any of these checks or arrangements. Do not feel that you are acting unreasonably to expect this and you should not accept arrangements you are not happy with.

What to do if your child tells you something inappropriate has happened

Listen to what your child says and believe what they are saying re-assuring them that it is not their fault.

Immediately dismiss the individual from the position of tutor to your child

Contact Essex Social Care Direct on:

0845 603 7627

Contacting Essex Social Care Direct is important to ensure that not only have you kept your child safe, but it may help to keep other children safe as well.

Produced by:

**Children's Safeguarding Service
Essex County Council**

and

**The Essex Safeguarding
Children Board**

October 2013

Safeguarding Children: Guidance for parents considering employing a private tutor or coach



**E S S E X
Safeguarding
Children
B O A R D**

Thinking of employing a private tutor or coach?

Many parents consider employing a private tutor (sometimes referred to as a coach) for their child at different stages of their educational life. Often this can be to help boost school work, preparation for exams or to learn a new musical instrument.

For many children this is a good and valuable experience assisting the child's development, self esteem and enjoyment.

Private tutors are employed directly by parents and carers. These tutors are not registered or licensed, and Local Authorities do not hold information about tutors.

Therefore it is important that when choosing a tutor, it is done carefully to ensure that it is beneficial and that your child is kept safe.

As a first step it is always good to speak to your child's school.

School staff will be aware of your child's learning needs, abilities and progress.

The school may be able to meet the child's needs or requirements within the school setting.

Many tutors advertise locally in newspapers and shops. When recruiting from these sources you should ensure that the tutor is qualified and does not present a risk to your child's welfare and safety.

Choosing a tutor

Employing the best tutor for your child is vital, so taking time to get it right is important and will help keep your child safe. These are some simple steps and checks to make to help you decide.

Always interview the tutor and be satisfied that they answer your questions fully.

Ask to see personal references and confirm their authenticity by contacting the referees directly. Ask to see their qualification certificates (not photocopies) and be satisfied they are recognised and authentic

Ask to see their CV or employment record, if there are career gaps, ask reasons and seek evidence of any explanations offered.

If the tutor is a qualified teacher ask to see a copy of the tutors Teaching Agency Registration and a copy of their Criminal Record check.

Essex County Council is not responsible for the checking of private tutors.

If the tutor has recently been or is currently employed in a school, speak to the headteacher for a reference.

Arrange a time for your child to meet the tutor as observing the interaction between the tutor and child may help you make your decision.

Keeping your child safe

Where possible arrange for the tuition to be in your own home, in a quiet place which is well organised and suitable for study, away from the distractions of television and radio (a bedroom is not appropriate).

If tuition is in premises other than your home, always stay in the premises with your child and sit within your sight.

Ensure that you or another trusted adult chosen by you remains on the premises. Any chaperone arrangement offered by the tutor should be declined.

Check that access for you is easy and that you can observe and hear activity at any time you wish.

If it is group tuition seek assurances that your child will remain with the group at all times

Ensure your child is aware of any arrangements that have been agreed.

Speak with your child regularly to ensure they are happy with the arrangements and any agreements made with the tutor have been kept.