



**Parents' Safeguarding Guidance for Employing
Home and Private Tutors**

August 2007



Employing a home or private tutor

Parents may consider employing a home tutor for a variety of reasons, it may be to assist their child generally with school work; to help them improve on potential examination grades, or to learn a musical instrument or other extra curricular activity. This leaflet is intended to assist parents in safely selecting an appropriately trained and verified professional to work with their child at home.

Does the Local Authority hold a list of approved tutors?

Local Authorities (LAs) do not generally hold lists of this nature. LAs do on occasion employ home tutors in order to make provision for children who are unfit to attend school, or for whom alternative arrangements are necessary, for example; following exclusion or other special circumstances, however, parents wishing to supplement LA provision are responsible for selecting and funding private tuition.

Can the school help me identify a tutor?

School is often the best place to start, as they may be able to offer additional support to your child on site as part of the individual support they provide, and they will already have a good knowledge of your child and his or her individual learning needs and abilities. School may know of staff members who would be willing to provide additional support at home. All teaching staff employed in local maintained schools will have been security checked as suitable to work with children and young people, and professional qualifications will also have been checked.

If I do not wish to approach the school, how do I find a tutor to work with my child?

Many private tutors advertise in the local paper, often under specific subject headings. Parents considering this option should ensure that they are satisfied that the tutor in question is qualified, and does not present a threat to their child's welfare. 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 in this way, how can I be sure that he or she is properly qualified and does not pose a risk to my child?

Always ask for and check professional references and qualification certificates before interviewing any potential candidate. If there are career gaps on the individual's resume, ask for reasons why and seek evidence of explanations given. If the tutor is also currently employed in a school or by an organisation which provides him/her to work with children, ask for a reference from the head teacher or manager. Ask to see his/her Criminal Records Bureau (CRB) check, which will indicate that the individual has been checked against any known offences. Ask for the contact details of the parents of two other children he teaches, so that you can approach them yourself for additional references. [Anyone working with children should also have basic awareness of safeguarding issues for children and should know what to do if a child discloses such concerns to them.](#)

It is also helpful for the tutor to meet your child prior to you making a decision to appoint the individual or not. Observing the interaction between tutor and child may help inform your decision.

When I have found a tutor, where in the home should tuition take place?

This will depend largely on the accommodation you have at home. Bedrooms are not suitable. Tuition is best undertaken in a quiet place away from the distractions of television or radio, relatively well organised and suitable for study. 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 to.

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. If your child tells you of inappropriate behaviour you should listen to your child and reassure them that it is not their fault. In such circumstance you should cancel any planned tuition, and inform the Surrey Contact Centre Children's Team on 08456 009 009 who will see that the matter is investigated jointly with the police. Where appropriate, at the conclusion of any investigation the person will be reported to the correct registering authority as being unsuitable to work with children in future.

Conclusion

Parents will naturally wish to be satisfied that they are employing someone who is properly qualified and who is safe to work in the home with their child. By following the guidance within this leaflet, they can be sure that they have taken all reasonable steps to safeguard their child;

- 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 learning support
- Remember, you are the employer and it is therefore reasonable to expect references and to check out concerns
- Ensure that you obtain your own references, and do not just accept CVs
- Ask for evidence of qualifications
- Check out reasons for any career gaps
- Observe the interaction between the candidate and your child
- 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
- Do not be afraid to report any abusive or inappropriate behaviour to the proper authorities, and to dismiss the individual from your employ
- If in any doubt about recruiting a particular individual – DON'T!

Additional Information

This leaflet is also available on the Surrey Safeguarding Children Board website where parents and carers may also find useful the Guidance for Home and Private Tutors.

www.surreycc.gov.uk/safeguarding