

Introduction

Parents or carers 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; to learn a musical instrument or for another extra curricular activity.

This leaflet is intended to guide parents and carers in safely selecting an appropriate professional to work with their child.

How do I find a tutor to work with my child?

You may learn of someone through word of mouth; many private tutors and agencies also advertise locally.

Parents and carers should ensure that they are satisfied that the tutor is qualified, and does not pose a risk to their child.

When recruiting privately, it may be helpful to inform the school that you are doing so, to enable them to be responsive to your child's changing learning needs.

Some suggestions which may help you:

- Check that the tutor has professional qualifications.
- Ask to see their Criminal Records Bureau (CRB) check. This will indicate that the tutor has been checked for any known criminal offences.

- Ask for professional referees. Ensure that you seek and check references - don't rely on those given to you by the tutor, obtain your own directly. Remember, you are the employer, it is therefore reasonable to ask for references and to check out concerns.
- Interview any potential candidate.
- If you ask for, or are given, a CV and there are career gaps, ask for reasons why and seek evidence of explanations given.
- Always ask a tutor for confirmation that they are not barred from working with children - if you knowingly employ a tutor who is barred from working with children, **you will be breaking the law.**
- When meeting the tutor for the first time, observing the interaction between tutor and child may help inform your decision to employ them.
- Do not be afraid to report any abusive or inappropriate behaviour to the proper authorities (see back of leaflet for more information).
- If you are in doubt about recruiting, or continuing with the services of a particular individual, you should seek an alternative tutor.



When I have found a suitable tutor where and how should the tuition take place?

This may be in your own home, the tutors home, or at an agreed location.

Tuition is best undertaken in a quiet place, away from the distraction of television or the radio, suitable for study or practice.



Regardless of where the lesson takes place, it is important that you can observe the activity anytime you should wish to.

Parents and carers need to consider how communication with the tutor will take place; all

contact could be through the adults, but older children might take on this responsibility and will need guidance.

Keep an ongoing dialogue open with your child and the tutor and observe the interaction between them.

What should I do if my child tells me something inappropriate has happened, or I find the tutor behaving inappropriately with my child?

If you have concerns about an adult you have employed to work with your child, you should consult the Local Authority Designated Officer (LADO) on the number below:

01296 382070

The LADO is specifically appointed to advise you in these matters and take action where appropriate.

Outside of office hours, please contact the emergency duty team on: **01494 675802**

(There is advice for tutors on the BSCB website, within the Professional Boundaries leaflet)



Employing someone
to work with your child
e.g Home Tutor, Music Teacher



For more information about the Buckinghamshire Safeguarding Children Board, or for additional resources, please visit www.bucks-lscb.org.uk

A BSCB Guidance
Leaflet for Parents
& Carers