

# Thinking of Employing a Private Tutor for your child?

Guidance for parents and carers



Children's Services



## Introduction

If you are thinking of getting a tutor for your child this leaflet gives you some important information. It explains how you can go about choosing a tutor who is properly trained and approved.

The information also applies if you plan to send your child to a tutor group or centre.

It is for parents of children who attend school.

If you intend to educate your child at home instead of at a school please contact Ealing's Elective Home Education Service on 020 8825 5070.

## Why might I want to employ a private tutor?

Parents or carers may employ a tutor for a variety of reasons

- To help with school work
- To improve grades or exam results

- To learn a musical instrument
- To take part in out of school activities such as sports or drama
- To build confidence and ability in reading, maths or writing
- To teach your child more about their heritage, faith or culture.

## Does the council hold a list of tutors?

No the council does not hold a list. You as a parent or carer are responsible for choosing and paying for private tuition.

## Are tutors regulated by Ofsted, the Dept of Education or Ealing Council?

- Tutors are not required to be registered or approved by any statutory organisation
- Tutors do not have to be a qualified teacher
- Any person can seek work as a tutor.

## Can my child's school help me find a tutor?

Your child's school is often the best place to start. Talk to them about why you think a tutor might help your child. School staff may not be aware of your worries. Staff will already know your child and should be able to talk to you about how much progress they are making, any issues and what you can do to help them to achieve their best.

School may be able to offer extra help to your child as part of the teaching they provide.

School may also know of other teaching staff that may be able to tutor your child at home on a private, paying basis. This would be a private arrangement between you and the tutor.

As part of their job in schools, private tutors who also work in maintained schools will have been checked to make sure they are suitable and qualified to work with children.

School may also be able to tell you about local services that may be of interest to your child. There may be local sports, drama or music groups that your child can join.

Whatever you arrange for your child it is helpful to tell their school of your plans so that you work together to help your child and the school can take this into account when planning lessons for your child.

## How do I find a tutor?

Find a tutor by

- Asking other parents if they can recommend anyone
- Suggestions from your child's school
- Adverts for private tutors in local press or internet
- Contacting tutoring agencies who employ tutors and advertise in local press and internet.



Whichever way you find a tutor, you and your child should meet with the tutor before tutoring begins. This means you can see how the tutor and your child seem to get on. If everyone feels comfortable with it then the tutor can be employed.

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

You will be employing the tutor. All employers need to ensure staff working with children are properly qualified and do not pose a risk to children. So you should

- Interview prospective tutors
- Ask the tutor for names and contact details of other families they have worked with so that you can meet the families and confirm the tutor's suitability
- See and check their professional references and qualifications certificates
- Not all private tutors are qualified teachers but they may have other qualifications.
- If the tutor currently works in a school ask for a reference from the head teacher
- Contact referees to check references are real
- If on their CV there are gaps when they appear not to be doing anything, ask for the reasons and seek evidence to check this out.



## **Safeguarding Checks**

- It is likely that many private tutors will not have an enhanced Disclosure and Barring Service (DBS) check (formerly known as a CRB check). If you take on the tutor yourself this is considered a private arrangement between you and the tutor and is not covered by the law that requires employees and volunteers who work alone with children to obtain a DBS check. Individuals, including self-employed tutors, cannot request criminal records checks on themselves through the DBS
- Some tutors may have DBS checks that have been done for other work they do. This may be teaching work they are employed to do at a school or it may be for other work they do, such as fostering and adoption or volunteering. If this is the case you should ask if you can see a copy of their disclosure certificate. It is for the individual tutor to agree that you can see their (DBS) certificate
- It is up to you as a parent/carer to decide whether it is too risky to your child to employ the 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. Parents should ask to see a copy of the disclosure certificate. It is up to you to decide whether the agency or organisation is sufficiently trustworthy to undertake these DBS checks.

## **When I have found a tutor where should tuition take place?**

Tuition is best to take place in the home, in a quiet place away from distractions.

Bedrooms are not suitable for tuition. It is reassuring to children and tutors to know that parents or carers are near and can go in to the tuition room and can watch the work at any time. Whether at home or a tutor's location it is important that you are able to go in to the teaching area and can watch and listen if you wish. Doors can be kept partly open to allow both an undisturbed learning environment and your supervision.

Any tutor who is aware and supportive of current professional standards in tutoring should have no objection to these arrangements and is likely to offer them without your suggestion.

## **How do I help my child get the most benefit from the tutoring?**

Make sure that you are able to monitor and take an interest in the work undertaken. Talk to your child about

their progress and their work. Talk to the tutor about the learning plans for your child and how you can support them.

## **What about discipline and punishment?**

Tutors like schoolteachers are not allowed to smack or hit pupils even if parents allow or request it. It is important that you and the private tutor discuss what are the right forms of discipline to use if your child misbehaves.

## **What should I do if my child tells me something inappropriate has happened or if 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 children's social care services and to the police. The relevant authority will then make further enquiries and where necessary instigate a child protection investigation.

If you have such a concern, report it, stop using the tutor and reassure your child.

## **Contact Us**

Ealing Children's Services can be contacted on Tel: 020 8825 8000.

## If English is not your first language...

This document contains information about council services. If you are unable to read it and you don't know anyone who can read it for you, please contact our customer service centre at the address below.

تحتوي هذه الوثيقة معلومات حول خدمات البلدية. إذا أنت غير قادر على قرائتها أو لا تعرف أي واحد من يستطيع قرائتها لك، الرجاء الاتصال بمركز خدمات زبائننا في العنوان تحت.

કાઉન્સિલની સેવાઓ બારામાં જાણકારી/માહિતી આ દસ્તાવેજમાં છે. જો તમે તેને વાંચવામાં અસમર્થ હો અને તમે એવા કોઇપણને જાણતા ન હોય કે જે તે તમારા માટે વાંચી દે તો કૃપા કરીને અમારી કસ્ટમર સર્વિસીઝનો અનુસરણીમાંના સરનામે સંપર્ક કરો

Dokument ten zawiera informacje o usługach oferowanych przez urząd miejski Osoby, które nie są w stanie go przeczytać oraz nie mają kogo poprosić o jego przeczytanie, proszone są o kontakt z centrum obsługi klienta na adres znajdujący się poniżej.

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿੱਚ ਕੌਂਸਲ ਦੀਆਂ ਸੇਵਾਵਾਂ ਬਾਰੇ ਜਾਣਕਾਰੀ ਹੈ। ਜੇਕਰ ਤੁਸੀਂ ਇਸ ਨੂੰ ਪੜ੍ਹਨ ਤੋਂ ਅਸਮਰੱਥ ਹੋ ਜਾਂ ਕਿਸੇ ਨੂੰ ਨਹੀਂ ਜਾਣਦੇ ਜੋ ਤੁਹਾਨੂੰ ਪੜ੍ਹ ਕੇ ਸੁਣਾ ਸਕੇ ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਸਾਡੇ ਗਾਹਕ ਸੇਵਾ ਕੇਂਦਰ ਨਾਲ ਹੇਠਾਂ ਦਿੱਤੇ ਪਤੇ ਉਤੇ ਸੰਪਰਕ ਕਰੋ।

Dukumintigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan adeegyo Kownsalku bixiyo. Haddii aadan akhrin karin isla markaasna aadan haysan ama aqoon qof kuu akhriya, fadlan la soo xiriir xafiiskeena adeegga macaamiisha (customer service centre) oo ciwaankiisu hoos ku yaalo.

உள்ளூராட்சி மன்ற சேவைகளைப்பற்றிய தகவல்களை இப்பத்திரம் கொண்டுள்ளது. உங்களுக்கு இதை வாசிக்க இயலாதிருந்து உங்களுக்காக வாசிக்க வேறொருவரும் இல்லாவிட்டால், தயவுசெய்து எமது வாடிக்கையாளர் சேவை மையத்தை கீழுள்ள முகவரியில் தொடர்புகொள்ளவும்.

اس دستاویز میں کونسل کی سروسوں کے بارے میں معلومات دی گئی ہے۔ اگر آپ یہ نہیں پڑھ سکتے اور ایسے کسی شخص کو نہیں جانتے جو آپ کو یہ پڑھ کر سنا سکتا ہے، تو براہ کرم ہمارے کسٹمر سروس سنٹر سے نیچے دئے گئے پتے پر رابطہ کیجئے۔

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