

If your child goes for group tuition, seek assurances your child will remain within the group at all times.

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

Before taking any further action you should contact the Single Point of Advice (SPoA) or the LADO for further advice. Steps might need to be taken to safeguard your child or any other children the adult is having contact with. The LADO will talk through your concerns and decide if further action should be taken, including contact with the police.

The LADO can be contacted at eastsussex.gov.uk/LADO

SPoA can be contacted at **01323 464222**.

If a child is in immediate danger contact Sussex Police via **999**.



East Sussex
Safeguarding
Children
Partnership



Employing a Private Tutor or Sports Coach

**Information
for Parents
and Carers**
September 2020

There are a number of reasons why a parent or carer might wish to employ a private tutor for their child(ren):

- To help with school work;
- For additional support in weaker subjects;
- For an extracurricular activity, e.g. musical instrument, sports coaching or drama;
- To study religious texts; and
- To provide tuition when a child(ren) are Electively Home Educated (EHE). For more information, search for 'EHE' on eastsussex.gov.uk

This leaflet is designed to help parents and carers find an appropriately trained and accredited tutor or coach for their child, whilst ensuring their child's safety.

If you are concerned about your child's academic progress or you are considering home educating your child start by speaking to your child's school. Teachers will already have a good understanding of your child's individual learning needs/abilities and may be able to offer additional support on site.

Where can I find a tutor or sports coach to work with my child?

Many private tutors and coaches advertise on the internet and in local newspapers. If you recruit a tutor or coach, you should inform your child's school so they can be responsive to your child's changing needs.

Neither the Council nor your child's school can recommend a tutor or coach and there are no regulatory bodies which govern tutors. Parents and carers are solely responsible for selecting and funding private tuition and making sure the tutor or coach is qualified and does not pose a risk to their child.

How can I be sure that a tutor or coach I employ is properly qualified and does not pose a risk to my child?

You should gather as much information as possible before hiring a

tutor, including:

- Talk to your child's teachers first and discuss the possibility of additional support at school.
- Review a candidate's CV, evidence of qualifications, references and a recent **DBS** (issued within two years).
- Discuss reasons for any career gaps.
- Before employing a tutor or coach, arrange a meeting between them and your child to see if they get on. Don't employ a tutor/coach if you have any doubt about their credentials or suitability.
- Be sure to monitor the work undertaken and talk to your child about their progress and if they feel comfortable with the tutor.
- If you have any concerns at all about inappropriate behaviour, report them to the proper authorities, including the Local Authority Designated Officer, (LADO).
- Do not assume anything. Check everything.

Reputable tutors and coaches will understand you are taking steps to ensure your child is safe. If a candidate refuses to share information or have an interview then you should consider carefully whether they are the right person to work with your child. **If you have any concerns at all, do not employ the tutor.**

I've selected an appropriate tutor, where should tuition take place?

Wherever teaching takes place a parent or another trusted adult should remain in the building and have access to the teaching area at all times. Chaperone arrangements offered by the tutor should be refused.

If tuition takes place in your home, organise a quiet, tidy area away from distractions. Tuition should never happen alone in a bedroom, even if it contains a study space. If tuition takes place in the tutor's home or premises, you should visit the site beforehand to confirm it is a suitable environment and consider staying on the premises.