



Tutors and out of school learning:

information for parents on keeping your child safe.

Introduction

If, like many parents, you are considering extra learning opportunities or activities for your child outside of school, you will want to make sure they are kept safe whilst pursuing these.

The Three Counties Academy Trust cannot make any recommendations or approve specific providers and does not hold approved lists. Parents are responsible for choosing, arranging, and funding any supplementary provision outside of mainstream school.

The information sheet will be able to support you in choosing a provider and signpost you to statutory services should have any concerns.

What does out of school learning cover?

Out of school learning can cover a wide range of extra-curricular provision such as supplementary schools, after school clubs, tuition groups or tuition centres or faith tuition.

Out of school learning can be useful to help children get extra help with schoolwork, learn more about their culture or religion, learn a new skill such as a language or a musical instrument, or take part in activities such as sport, dance, or drama.

Classes may be taught in public venues such as halls, community centres, places of worship, school premises or the organisation's own premises. Private tutors may also teach your child in your home.

The provision may use teachers or instructors with relevant qualifications for the activity or may be volunteers from the relevant cultural community or faith community providing instruction.

Making sure your child is safe.

All individuals and organisations working with children have a responsibility to safeguard the child's welfare, but it is parents' responsibility to choose the most suitable out of school provision that keeps their child safe. Most providers are reputable and provide a good service but there are checks parents can take out to reassure themselves that their child will be safe whilst attending the provision.

Parents should check that:

- The individual or organisation providing the tuition or service is reputable and can provide evidence of this through other parent's references and testimonials.
- The person who will be teaching or instructing their child is suitable to work with children and has an up-to-date DBS check (see below) and has the relevant qualifications.
- Any premises where the child is taking part in activities is safe, secure and suitable.
- The organisation has procedures in place to keep children safe and deal with any safeguarding issues that may arise.



Disclosure and Barring Service (DBS) checks

Any individual offering tutoring and other learning services for children must have undergone checks with the Disclosure and Barring Service (DBS) to establish that they are not banned.

from working with children and these checks should be repeated every 3 years. This is to ensure anyone who is teaching or instructing your child is suitable to work with children. Individuals should show you their original DBS disclosure record when you first approach them, and you should ask to see these if they are not offered. Organisations should provide DBS disclosure records for all their staff. If the DBS disclosure record shows details of any criminal offence parents would then need to use their own judgement to decide whether to use the individual or organisation.

For further details visit Disclosure and Barring Service - GOV.UK (www.gov.uk)

Checks you should make:

- Ask to see DBS disclosures for anyone who will be teaching or instructing your child.
- Ask for evidence that the person/organisation has suitable qualifications in the subject that they are teaching and/or any affiliation to regulatory organisations such as sports associations or accreditation from relevant bodies.
- Where possible, make arrangements for you and your child to meet the tutor or instructor in advance and visit the location where tuition will be given, or activity will take place.
- Ask to see references from other parents and/or from employers and take up any references provided.

Managing contact

You may wish to agree with individual tutors and organisations that arrangements for tuition are made with you rather than your child and there is no reason for the tutor or organisation to contact your child directly. You should also find out how tutors and organisations will keep you informed of your child's progress.

If you are hiring a private tutor

Tutors may work independently or for a tuition company and there is no legal requirement for registration or regulation. Therefore, it's important that parents take out relevant checks and when choosing a tutor or tuition company, use word of mouth recommendations from other parents as a guide.

- If your child will be tutored at your home, set aside a quiet study area free from distractions but which allows you to observe the lessons; your child's bedroom would not be a suitable location. You may wish to be present for all or part of the lesson and this should be discussed in advance with the tutor.
- If your child will attend at the tutor's home, make sure you can visit the premises in advance and ask who else is likely to be on the premises during tuition and whether you can stay to observe the lesson.



If you are using a tuition centre or other organisation:

You may want to find out the following:

- Who owns or runs the provision, and do they have a child protection or safeguarding children policy (they should have one in place) that you can see?
- Can you and your child visit any premises to see if it is safe?
- What health and safety measures are in place, and do they have public liability insurance?
- Can you have contact details for other parents to get feedback?
- Are you expected to stay during the activity and what are the arrangements for the child to be collected? Does the organisation need to know in advance who will collect the child?
- Who is the lead person responsible for children's safeguarding and what are the contact details for any organisational headquarters?
- What arrangements are in place if your child needs to change clothes? Is physical contact with an instructor likely to be necessary during the activity? (Children should be made aware of this).
- Do they use any volunteers who may not be DBS checked?

What to do if you have concerns

Any incident that suggests a person providing tuition or instruction to your child has behaved in a way that is inappropriate or abusive should be reported to Herefordshire Multi-agency safeguarding hub (MASH) or the police. The matter would then be investigated by Herefordshire Childrens Services and action may be taken against that individual.

If your child reports that they feel uncomfortable with the arrangements or discloses inappropriate or abusive behaviour by an individual that may harm a child or suggest that the person is not suitable to work with children, you should contact the MASH on 01432 260800 and/or the Police on 101 or 999 in the event of an emergency.

Tuition centres need to register with Ofsted if they are offering more than 20 hours of tuition a week. If you have concerns about a tuition centre because it is unregistered or offers poor standards of education, an unsafe or hazardous environment or using staff who are not DBS checked you can report this to Herefordshire Council who will liaise with the Ofsted.

For any other enquires that are not covered within this information letter, please contact,

Mrs Kim Lane at Three Counties Academy Trust

01885 482230 or klane@tcat.school