



## 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.

This leaflet provides information for parents on what to do when choosing out of school provision in order to ensure their child is kept safe and how seek help if there are 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 classes organised by churches, mosques or synagogues.

Out of school learning can be useful to help children get extra help with school work, 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 \(www.gov.uk\)](https://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 Camden's Multi-agency safeguarding hub (MASH) or the police. The matter would then be investigated by Camden and action 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 **020 7974 4444** or email [LBCMASHadmin@camden.gov.uk](mailto:LBCMASHadmin@camden.gov.uk)

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 Camden Learning who will liaise with the Ofsted.

Nicholas Smith - 020 7974 1149 [nicholas.smith@camden.gov.uk](mailto:nicholas.smith@camden.gov.uk)

## **Where to find local out of school provision**

Camden Council and schools 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.

Supplementary schools usually advertise locally and the NRCSE quality assured schools can be researched on their website.

[Contact - National Resource Centre for Supplementary Education](#)