



**BATH & NORTH EAST SOMERSET**

Bath and North East Somerset   
Primary Care Trust

**Children Missing Education Service**

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27 November 2007

Headteachers  
B&NES Schools and Independent Schools

Dear Colleague

Re: Advice to Parents/Carers making private arrangements for their children's education.

Many parents will at some stage think about employing a private tutor to support their child's learning, or provide for their child's education other than at school.

Under provisions within The Safeguarding Vulnerable Groups Act, the DCSF is to introduce the Vetting and Barring Scheme from the autumn of 2008. This scheme will introduce a requirement that private tutors and the like register with the Vetting and Barring Scheme and enable parents/carers to check with whether or not a person is barred from working with children and young people.

In the meantime, if a parent/carer asks you for advice about private tuition, or you become aware that they have engaged the services of a tutor or other education provider, will you please advise them of the following:

- To always interview their chosen candidates.
- To ask for and check professional references, qualification certificates.
- To ask to see a copy of the tutor's Criminal Records Bureau (CRB) check.
- If there are career gaps on the tutor's CV, ask for and check their reasons why.
- If the tutor is employed at a school you can also ask for a reference from the school's Headteacher.
- Remember that they are the employer and have the right to ask for this information.
- It is a good idea to interview candidates at home and introduce them to the child so that they can see how they get on.

- Once the tuition starts it should take place in an area that the parent has easy access to and can see what is happening. Make sure that the area is well organised and suitable for studying, not a bedroom.
- If parents are unhappy with the way a tutor is treating their child they should tell them to leave immediately and dismiss them from the position.
- If parents are concerned for the safety and welfare of their child they should report the matter to Children's Service's Referral and Assessment Team (01225 396313).

Parents/Carers can find further advice on safeguarding their children from:

The Government's online parent's centre -  
[www.parentscentre.gov.uk](http://www.parentscentre.gov.uk)

Kidscape – a charity offering advice and support to parents and young people -  
[www.kidscape.org.uk](http://www.kidscape.org.uk)

Parentline Plus - a national charity that works for, and with, parents -  
[www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)

The information contained in this letter is also available on the council's website at  
[www.bathnes.gov.uk/educationandlearning/Schoolsandcolleges/schoolTruancy/Private+Tutors](http://www.bathnes.gov.uk/educationandlearning/Schoolsandcolleges/schoolTruancy/Private+Tutors)

Please contact me if you have any questions or concerns arising from this letter.

Yours sincerely

*Simon Ratcliff*

Simon Ratcliff  
Children Missing Education Service Manager

Cc Gail Quinton – Assistant Director: Learning and Inclusion  
Nigel Harrison – Inclusion Support Services Manager

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