



**PLYMOUTH  
SAFEGUARDING  
CHILDREN  
PARTNERSHIP**



**PLYMOUTH  
CITY COUNCIL**

## Things to consider when **CHOOSING A TUTOR OR ACTIVITY FOR YOUR CHILD**

We know that clubs, classes and tutorial sessions offer great ways for children and young people to develop their skills and confidence as well as having fun.

This leaflet aims to offer some guidance for parents and carers when looking for a club or tutor for a child.

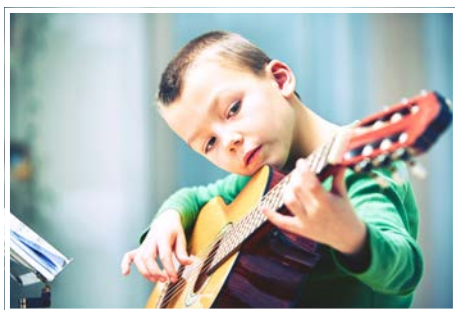
It is not a definitive guide for protecting your child but offers suggestions/things to consider or ask. Don't be afraid to ask questions – high quality clubs or tutors should welcome questions about their services.

## **SOME THINGS TO CONSIDER - LOOKING FOR A TUTOR**

It may not be necessary to check all of the below – choose those that will reassure you.

### **Where did you see the advert?**

Was it on a professional website or advertised in the school or local paper?



### **Was the person recommended to you?**

Did someone recommend the tutor as their child attends for support?

### **Does the person have a DBS check?** (Disclosure and Barring)

If the adult has been convicted of an offence it will be highlighted on the DBS certificate.

Caution – a DBS is only as good as the day it was recorded and is not a definitive protective measure.

Some tutors/teachers subscribe to the DBS annual renewal service. This is good practice on behalf of the professional.

## **References**

Has the professional got written references? You may want to speak to the referee.

### **Is there a website with clear policies?**

Many organisations offering services have a website with policies set down. Including names and contact numbers should you wish to ask any questions.

### **Do you belong to any regulatory body?**

Not all activities have a regulatory body but it is good to ask.

### **Is the tutor coming to your home?**

If the tutor is coming to your home leave the door open of the room they are using. Make sure you can hear or see what is happening and you are available.

### **Is your child going to the tutor's home or a centre?**

Ask if you can stay until the session is finished. Ask if you can see the room where the activity is taking place.



## **SOME THINGS TO CONSIDER - LOOKING FOR AN ACTIVITY OR CLUB**

It may not be necessary to check all of the below – choose those that will reassure you.

### **Can I watch a session?**

There should be no reason why a parent/carer shouldn't watch the session.

### **References/recommendations**

Did somebody recommend the club to you?

### **Does people have a DBS checks?** (Disclosure and Barring)

If the adult has been convicted of an offence it will be highlighted on the DBS certificate.

Caution – a DBS is only as good as the day it was recorded and is not a definitive protective measure.

Some tutors/teachers subscribe to the DBS annual renewal service. This is good practice on behalf of the professional.



### **Is there a Safeguarding policy?**

This could be as a hard copy or on the organisations website.

### **Who do I raise concerns with?**

This will be useful information for you should you need to speak to someone.

### **Health and Safety policy**

This could be as a hard copy or on the organisations website.

### **First aid trained staff**


This will be useful information for you especially if the activity is physical – will someone be able to offer first aid if a child is hurt?

### **Who is helping in the sessions?**

This will be useful information for you. It will confirm the ratio of staff to children.

### **Any written code of conduct for staff and volunteers?**

This could be as a hard copy or on the organisations website. It is not statutory to have this but may help you get a sense of the club.



Remember it is your right to ask questions to reassure yourself that everything possible is being done to keep children safe – don't assume that the provision is safe.

National guidance for parents/carers:  
[www.gov.uk/government/publications/guidance-for-parents-and-carers-on-safeguarding-children-in-out-of-school-settings/using-after-school-clubs-tuition-and-community-activities](https://www.gov.uk/government/publications/guidance-for-parents-and-carers-on-safeguarding-children-in-out-of-school-settings/using-after-school-clubs-tuition-and-community-activities)

If you have concerns about a child contact:  
[Lado@plymouth.gov.uk](mailto:Lado@plymouth.gov.uk) or if it is urgent call 999

### **CONTACT**

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