

Private Tuition Policy

Primary person responsible for updates to this policy: Marie-Dominique Reza

Job title: Vice Principal (Academic)

Last review date: March 2021

Next review date: March 2022

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children. 'Parents' refers to parents, guardians and carers.

Rationale

We understand that parents with children at our institutions sometimes express interest in engaging our staff privately, for example as private tutors. The purpose of this policy is to clarify, both to staff and to parents, our position regarding any such private arrangements, whether paid or unpaid. For clarification, arrangements which take place on school premises and where payment is made via the college, are outside the scope of this policy.

Background and disclaimer

We take very seriously our duty to safeguard children whilst on our premises and in the care of our staff. We have a rigorous recruitment procedure to ensure that we employ competent and professional members of staff. This procedure includes interviews and vetting, such as obtaining a DBS clearance and references. Whilst in our employment, and within the scope and operating hours of our institutions, staff are subject to on-going supervision observation and assessment to ensure that standards of work and behaviour are maintained in accordance with our policies.

Our responsibilities, both as an employer and an educational service provider, do not extend to any private arrangements between staff and parents. As we have no control over the conduct of staff outside of their position of employment, we accept no liability for any such arrangements or agreements, including liability for any Safeguarding or Health and Safety issues that may arise within such arrangements.

A private arrangement between staff and parents of students at our College may interfere with the proper performance of a staff member's duties. It may also cause conflicts of interest, or may undermine the professional objectivity (real or perceived) of our staff. For these reasons we do **not** authorise any staff to enter into a private arrangement with a parent.