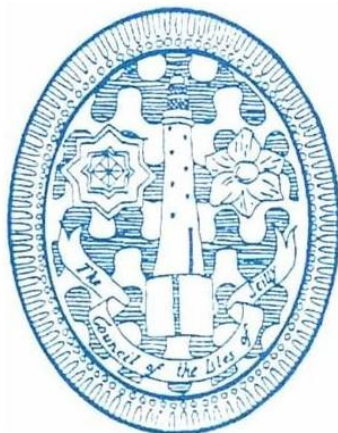


COUNCIL OF THE ISLES OF SCILLY



Elective Home Education:

Guidance for parents and carers

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QUESTIONS AND ANSWERS

INTRODUCTION: THE PURPOSE OF THESE NOTES

The purpose of these notes is to help you as a home educator understand the way in which the Council of the Isles of Scilly (Local Authority) carries out its duties under the Education Act 1996, with regard to elective home education.

These notes also contain names and addresses of key personnel in the LA (Appendix 1) and a list of other organisations that may be of help to you in seeking to give your child a suitable education (Appendix 2).

The aim of Local Authority is to create positive working relationships with home educators and, bearing in mind the wishes of the parent / carer, we will offer as much support and advice as we are able. If at any time you need to discuss a problem concerning the education of your child please feel free to contact the Local Authority.

WHEN IS EDUCATION COMPULSORY?

The law requires a child to be educated from the age of five to the age of sixteen and you are responsible to see that this happens either in school 'or otherwise'.

Circular 11/97 from the Department for Education and Skills indicates that the school leaving date for all children, whether '*at school or otherwise*'; is, '*the last Friday in June in the school year in which a child reaches age sixteen*'.

WHAT IS THE PARENTS' / CARERS' DUTY?

Parents / carers have a duty to ensure that their children receive a suitable and efficient full time education either by regular attendance at school or otherwise:

Section 7 of the Education Act 1996 states:

“7. Duty of parents to secure education of children of compulsory school age;

The parent of every child of compulsory school age shall cause him to receive an efficient full-time education suitable:-

- (a) to his age, ability and aptitude, and
- (b) to any special educational needs he may have, either by regular attendance at school or otherwise.”

The law allows parents / carers to educate their children at home instead of sending them to school. You are not required to register or seek approval from the LA to home educate. However, you must be prepared to assume full financial responsibility for your child's education, including the cost of public examinations.

WHO DO I TELL IF I WISH TO HOME EDUCATE?

If you decide to home educate and your child is attending a state school you must tell the headteacher or chair of governors, in writing, that you wish them to remove your child's name from the school roll because the child is to be educated otherwise than at school.

If you decide not to enrol your child in a school at the age of 5 there is no obligation to notify the local authority of your decision to home educate; however it is advisable as failure to make arrangements to provide a suitable, full-time education may result in the local authority issuing a School Attendance Order.

THE LOCAL AUTHORITY'S RESPONSIBILITY

The Local Authority has no statutory duties in relation to monitoring the quality of home education on a routine basis. However, if it appears that a child of compulsory school age is not receiving a suitable education either at school or otherwise, then the LA shall serve a notice in writing requiring the parent to satisfy them that the child is receiving such an education (Section 437 of the Education Act 1996).

Prior to serving a notice under the 1996 Education Act the LA will make informal enquiries of you to satisfy itself that you are providing an 'effective' education for your child which properly takes into account the age, ability, aptitude and any special needs that he / she may have. This request is not the same as a notice under section 437(1), and is not necessarily a precursor for formal procedures. You are under no duty to respond to such enquiries, but it would be sensible for you to do so¹.

Choices of contact

Informal enquiries may be made through:

- Home visits

The Council of the Isles of Scilly LA may undertake this task by making home visits at times that are mutually agreed between yourself and our representative. You may or may not wish your child to be present at these visits. These visits will take place during school term time and it is helpful to us if they can be arranged during the working day. All appointments will be confirmed in writing and may involve two representatives.

We also acknowledge that you may, at any stage, not wish to meet the LA representative in your home and instead may prefer to let us know about the education you are providing in other ways. For instance, you may choose one or more of the following:

- Meet at another venue

With a LA representative with or without your child being present

- Send a report

Setting out your educational plans with examples of work (please see Guidance Notes (Appendix C))

¹ Lord Donaldson on Phillips v Brown (1980)

Demonstrate education provision in some other mutually acceptable way.

In all cases the LA will allow sufficient time for the family to set in hand their arrangements for home education and to choose how they will present examples of the education provision.

No visit will take place unless you have agreed to one and an appointment has been made in writing in advance.

** Some parents who have agreed to be visited ask for a brief preliminary meeting to get to know the LA representative. At this meeting you may find it useful to talk about your educational style and discuss the way in which you will communicate with us in the future.*

You may wish to show examples of your child's work, including such things as art work, poetry, handwriting, maths, sound recordings, photographs, craft work, short plays etc. If a structured programme is being followed then a timetable linked to programmes of study might be useful. If a less structured approach is being used then a record in the form of a diary might form extra evidence that would be of assistance. Indeed, anything that you and the representative agree will assist in illuminating the quality of the educational experiences of the child may be included.

Open discussion, without the need for parents to provide masses of paperwork, can be a simple and satisfactory way of demonstrating a suitable education provision.

The LA is unable to offer direct teaching or to provide materials for children being home educated. There may be occasions when home educators are willing to share or pass on books and materials to other families and the LA, through its representative, is happy to assist with passing on these offers.

N.B. please do not assume that any materials passed on in this way are, or need to be, endorsed by the LA.

Once we have received either a report from our representative or information from yourselves concerning the education of your child, we will respond with a short report that will include one of the following recommendations:

- That the education provision is satisfactory. In this case a letter of satisfaction will be issued. The LA will make informal enquiries of the family again at agreed dates, but we shall always take the wishes of the family into account.
- That there is a need for further contact before the LA can come to a decision, perhaps with a different person at a future date (reasons will be given).
- That the education provision is unsatisfactory for the reasons given.

If the LA is not satisfied that a suitable education is taking place, further visits and / or consultations will be offered with the aim of helping you to overcome the difficulties within a mutually agreed time scale (please note that there is a list of support agencies at the end of this booklet that may be able to give you advice).

If at this stage the LA still considers that your child is receiving a less than satisfactory education it is our duty to issue an Attendance Order. This will require you to send your child to a school named on the order (Section 437, Education Act 1996).

Please note that at any stage following the issue of an Attendance Order process, parents may present evidence to the LA that they are now providing a suitable education and apply to have the order revoked.

Safeguarding Children

The Local Safeguarding Children Board (LSCB) has the statutory responsibility for ensuring that all agencies within Cornwall and the Isles of Scilly promote the safeguarding of children in **ALL** settings. This includes ensuring that agencies that come into contact with children educated at home by their parents are aware of their responsibility to consider whether children are being adequately safeguarded within those settings and, where appropriate, to notify other agencies of their concerns. For more details see Appendix D.

HOW WILL I BE EXPECTED TO EDUCATE MY CHILD?

Some home educators choose to use a 'discovery' type of education without any formal instruction. The interests of the child at that moment are followed, supported and developed until a new spark sets the child off in a different direction. Others have a formal timetable such as you would find in a school and pre-planned courses of study are followed. Yet others use a mixture of both these methods. In fact, all styles of education are valid as long as they are suitable.

The LA has a responsibility to establish that a suitable education is taking place for the child, rather than endorsing any particular method.

IS THERE A FORMAL CURRICULUM FOR EDUCATION AT HOME?

No, and you do not have to follow the National Curriculum as this only applies to the education of children in state schools. You may wish to be aware of the content as it does provide a useful framework especially if you are intending to send / return your child to a local school at some future time.

A copy of the National Curriculum is available on the Internet or from the Department for Education. Many published textbooks in shops and libraries are also based on the National Curriculum.

The LA will be happy to discuss styles of education with you if you wish, but it is your decision in the end.

WHAT WILL HAPPEN IF WE DECIDE TO MOVE?

Please let your local contact know your new address because we would like to keep in touch. Their addresses are given at the end of this booklet.

WHAT SHOULD I DO IF MY CHILD HAS SPECIAL EDUCATIONAL NEEDS?

You are within your rights to educate a child with special educational needs otherwise than at school. If you are concerned about your child's progress please let the LA know by writing to, or telephoning the Commissioning, Inclusion and Performance Manager. They will put you in touch with the relevant specialist service that will be able to advise you further. The Local Authority will continue to co-ordinate an annual review for each child with a statement of special educational needs.

FURTHER CONSIDERATIONS

Deciding to educate your child at home is a major step that, as you know, not only involves commitment but also a tremendous investment in time and energy. It is well worth talking to someone who has experience of the highs and lows of home education before finally making a decision. Independent support agency addresses are given at the end of this booklet.

Education at home is usually a happy and constructive experience for both you and your child. If you decide to take this on the local authority wishes you well and will do what it can to ensure that a suitable education is provided.

Please remember, if at any time you should wish your child to re-enter the school system or if you are unsure about what to do and would like some help, you can contact your local representative whose address is given in this leaflet.

COMMENTS AND COMPLAINTS

We can only improve our service to you if you tell us about those areas that you are pleased with and those areas that you feel need improvement.

If you wish to comment about any aspect of our work please contact:

Penny Penn-Howard,
Director of Children's Services
Council of the Isles of Scilly
Carn Thomas
Hugh town
St. Mary's
TR21 0PT

We will do our utmost to acknowledge receipt of your comment within five working days, and if required, to have dealt with it within fifteen working days. Where this is not possible we will keep you informed of progress.

QUALIFICATIONS

GCSEs

Planning ahead

If your son / daughter decides he / she wants to take GCSEs then you should make your preparations as early as possible.

Please note that if you use a provider that is primarily there for an older or adult group, child protection vetting may not include the staff and certainly will not include other students. You should ask what checks are carried out.

It is sensible to start planning when your son / daughter is 14+ (Year 9). The Connexions Service will give you free advice about the qualifications he / she needs for any chosen career.

Customer Free-phone 0800 9755111

Penzance 01736 362244

www.connexions-cd.org.uk

It is also essential to find out at the same time where your son / daughter can sit the examinations. This must be an accredited centre. Contact your local school or FE College to see if it will accept external candidates. You may have to use the same syllabus / exam board as the school / college. You need to ask how much the school / college will charge, as you will also have to pay the exam board fees. The exam boards do normally offer their own venue for external candidates, but it is often a long way away!

Can my son / daughter take GCSEs?

All examination boards offer examinations for external candidates. When you contact them tell them this is the information you need. You also need to tell them when (in which year) your son / daughter is going to sit his / her GCSEs. Parents / carers should contact the individual examination boards about the most appropriate syllabus to follow.

The contact numbers and websites for the exam board for England are:

- AQA (incorporating NEAB + SEG)
Tel: 0161 – 9531180, 0117 9273434, 01865 54291
Website: www.aqa.org.uk
- Edexcel (incorporating ULEAC)
Tel: 08702 409800
Website: www.edexcel.org.uk
- OCR (incorporating MEG and RSA)
Tel: 0121 6282000 (switchboard), 01223 552552
Website: www.ocr.org.uk

Coursework

Many syllabuses have coursework assignments. The exam boards have regulations about who can mark coursework and the names of the independent coursework markers. These regulations will be in any information they send you. There are three options, depending on how your son / daughter is learning:

- Through study at an accredited centre - if your son / daughter has joined an adult GCSE class the teacher will mark all coursework (please note child protection advice at start of this section).
- Through study with a teacher / tutor (please also see Appendix E) - if he / she is being tutored by a teacher, the teacher will mark the coursework but you still have to arrange where he / she will sit the final exam. If he / she is using distance learning packs such as the NEC material the assignments are marked by the tutor. Most distance learning organisations suggest venues where the final examinations can be taken or you can arrange your own venue. The same applies if he / she is being set work on line.
- Through independent study - if your son / daughter has no tutor or teacher coursework is usually sent to the examination board for marking.

English orals

There can be some difficulties with the oral element of English Language GCSE and examination boards have different requirements, eg some syllabuses require your son / daughter to be part of a group for speaking and listening.

Finding out the standard

It is possible to purchase from the exam boards complete syllabuses, assignment requirements and examples of good (and not so good) coursework assignments.

Funding

The LA is unable to provide funding for GCSEs. If it is difficult for you to arrange for your son / daughter to take GCSEs at 16+ it is possible for them to take a limited number of GCSEs if they go to a Further Education (FE) College or the sixth form of a school.

Does my son / daughter have to take GCSEs?

Your son / daughter does not have to gain any qualifications at 16+ but it would be sensible to check with the Connexions Service to make sure this option does not spoil his / her future choices.

Since 2002 pupils in school can take General National Vocational Qualifications (GNVQ) instead of GCSEs for some subjects. Since GNVQs are continuously assessed by teachers it may be difficult for your son / daughter to take this option.

Pupils who are at KS4 (last two compulsory years of schooling) may also be offered the option of more flexible schooling with some sessions each week attending an FE College. If you wish to explore this you should contact your local FE College. The college will probably charge you for their services.

POST 16 CHOICES

Planning ahead

Whatever your son / daughter wants to do after the age of sixteen it would be sensible to make early preparations. An interview with the Connexions Service could be useful.

Choices at post 16

If your son / daughter wishes to go on with full-time education or training there are three choices:

- Return to a school with a sixth form if there is one in your area. You need to contact the college/school as early as possible and made an appointment to see the Headteacher. Schools offer a range of courses including Advanced and A/S level courses and your daughter/son may also be able to take GCSEs.
- College of Further Education. When your son / daughter is 15+ (Year 10) send for a prospectus from you local FE College and check through the qualifications he / she may need and the courses on offer. Applications need to be in by January of Year 11 but in the Autumn Term it may be sensible to contact the Admissions Tutor at the college and make an appointment with a Head of Department or Principal to talk about EHE and your son's / daughter's achievements. You may need to take examples of work done. If you are concerned, ask Connexions to open negotiations with the college.
- Work based training / modern apprenticeships. This is an excellent route if your son / daughter wishes to start work and to gain some work-based qualifications. Contact the Connexions Service early in Year 11 since applications for work-based training are usually completed via them. The applications need to be completed by early in the spring term. You, with the help of The Connexions Service, or on your own, will have to find an appropriate work placement with a firm prepared to take on a trainee.

If your son / daughter wishes to start work Connexions will help.

Key skills – post 16 and 18

One of the qualifications for all young people post 16 is Key Skills in Communication, IT and Application of Number. If your son / daughter goes to FE College to take a National Vocational Qualification (NVQ) or A levels he / she will take Key Skills as well.

Information about these can be obtained from:

QCA
83 Piccadilly
London
W1J 8QA
Tel: 02075 095555 (ask for Key Skills)
Website: www.qca.org.uk

Informing the LA

When your son / daughter has got his / her GCSE results we would be grateful if you could ring, or write to let us know the outcome.

APPENDIX A: CONTACTING THE LOCAL AUTHORITY AND REPRESENTATIVES

Council of the Isles of Scilly Children's Services

Director of Children's Services
Address Penny Penn-Howard
Director of Children's Services
Council of the Isles of Scilly
Carn Thomas
Hugh town
St. Mary's
TR21 0PT

Telephone ppenn-howard@scilly.gov.uk
(01720) 424306

Elective Home Education Co-ordinator

Address Keith Grossett
Council of the Isles of Scilly
Carn Thomas
Hugh town
St. Mary's
TR21 0PT

Telephone kgrossett@scilly.gov.uk
(01720) 424005

Children's Social Care

Supervising Children's Social Worker

Address Jane Stewart
Council of the Isles of Scilly
Carn Thomas
Hugh town
St. Mary's
TR21 0PT

Telephone jstewart@scilly.gov.uk
(01720) 424040

Five Islands School

Head Teacher

Address Bryce Wilby
Five Islands School
Carn Thomas
St. Mary's
TR21 0JY

Telephone brycewilby@fiveislands.scilly.sch.uk
(01720) 423766

APPENDIX B: CONTACTING OTHER ORGANISATIONS

Please note that the Council of the Isles of Scilly is not in a position to recommend any of the following organisations. Addresses and telephone numbers are constantly changing and we have done our best to provide accurate information. The list is compiled from information from home educators and other local authorities in the south west of England.

(We would welcome your comments – favourable or unfavourable - about any of these providers)

Advisory Centre for Education (ACE) Ltd

1b Aberdeen Studios
22-24 Highbury Grove
London N5 2DQ

National independent education watchdog

Tel: 0171/354 8321

Website: <http://www.ace-ed.org.uk>

BBC Information Line

Tel: 08700 100222

Wide ranging revision advice for parents and children

www.bbc.co.uk/revisewise

<http://www.byteachers.org.uk>

Website of teaching resources by teachers for parents and other teachers

Cambridge Information Ltd

Combs Tannery
Stowmarket
Suffolk
IP14 2EN

Tel: 01449774658

www.caminfo.co.uk

on-line and KS 4 'cheap' but OK revision texts

Casebourne Home Tuition

4 Rushbrook Way
Rivermead
Shrewsbury
SY2 5TQ

KS3 pack 3x12 week terms with assessments

Tel: 01743 289277

E-mail: youngdavies@mcmail.com

<http://www.geocities.com/Heartland/Lake/3262/primressatscourses.htm>

Channel Four Customer Services

Tel: 01926 436444

<http://www.channel4.com>

Info. about Channel 4 Programmes

Choice in Education

PO Box 20284

London NW1 3WY

General Information

Co-ordination Group Publications

Catalogue Tel: 0870 750 1262

www.cgpbooks.co.uk

books at school price

Cornwall Home Educators

Cornwall Home education support group

www.cornwallhomeed.wordpress.com

Penzance contact: Ruth 01736 350887

Department for Children, Schools & Families

Social Inclusion Division

(Central Government)

Sanctuary Buildings

Great Smith Street

London

SW1 P3BT

Tel: 0171 925 5000

www.dfes.gov.uk**Education Otherwise Association Limited:**

125 Queen Street

Sheffield

South Yorkshire

S1 2DU

Independent home based education support network

Tel: 0845 478 6345

E-mail office@educationotherwise.orgWebsite: www.education-otherwise.org**Education Otherwise, Cornwall contact**

Natasha Arthur

Tel : 08445 868 849

Email: natasha@austin-uk.co.uk**Roger and Julie Freeborn**

4 Northfen Road

Helprinham

Sleaford

Lincs NG34 0RR

Maths, English, Geography and Science packs for Junior, Senior and GCSE (monthly charge)

Free Range Educationwww.free-range-education.co.uk

Herald

Kelda Cottage
Lydbrook
Gloucestershire
GL17 9SX
Tel: 01594 861107

'e' mail: herald@altavista.net

Stepping stone between formal schooling and a more holistic autonomous approach – all ages

Home Education Advisory Service:

PO Box 98
Welwyn Garden City
Herts
AL8 6AN

Independent home based education support network

Tel: 01707 371854

email: 100752.1061@compuserve.com

Horticultural Correspondence College

Little Notton Farmhouse
16 Notton
Lacock
Chippenham
SN15 2NF
Tel: 01249 730326

Learndirect

www.learndirect.co.uk

Mercer's College

Ware
Hertfordshire
SG12 9DZ

Tel: 01920 484909

National Association of Gifted Children

Elder House
Milton Keynes
MK9 1LR

General advice

www.nagcbrtain.org.uk

National Curriculum On Line

www.nc.uk.net/index.html

Details of National Curriculum subjects

National Extension College

The Michael Young Centre
Purbeck Road
Cambridge
CB2 2HN

Correspondence College

Tel: 01223450300

www.nec.ac.uk

Open and Distance Learning Quality Council

Publishes free lists of Accredited
Correspondence Colleges

www.dspace.dial.pipex.com/odlqc/index.htm

Tel: 020 7612 7090

E-mail: odlqc@dial.pipex.com

Schoolzone

www.schoolzone.co.uk

Website with free information from Research
Machines

The Student Support Centre

Tel: 01568 615599

www.student-support.co.uk

Maths from reception to GCSE, and English
from learning to read to grammatical structures

UK Open Learning

www.uk-open-learning.com/

GCSE and 'A' levels and other courses by
correspondence course

APPENDIX C: GUIDELINES FOR PRESENTING EXAMPLES OF EDUCATION PROVISION

The LA has to understand that the education that is being provided is suitable for the 'age, ability, aptitude and any special educational needs that your child may have'. When we are looking at the examples that you present, we look at it in this light.

The first thing that we would like to know about is your philosophy of education. There are many different approaches to providing home education.

For example, some parents /carers feel that their child will learn through experience, with the educator as a helper and guide, using the child's experience as a basis for learning. Other parents / carers choose to teach their children in a way that mirrors a school timetable, with subjects taught in a more formal way and with a clear syllabus which may include targets for their children to achieve.

The choice of philosophy is for you to make and may change over time.

Once we have an idea of your philosophy, it becomes your responsibility to provide examples which clearly demonstrate the suitability of your child's education provision.

Some parents /carers are providing, or planning to provide, this information in the following ways:

- Original work
- Photocopies of written work
- Photographs
- Art work
- Scrapbooks
- Musical & sporting achievements (certificates)
- Diary of events
- Tape recording

If you wish to present examples of your education provision in a way that is not represented in this brief note please feel free to call and discuss it with your local LA representative (please see Appendix A).

There are as many ways of demonstrating this as there are home educators. We will always be happy to listen and add to the above list as new ideas are brought to us.

APPENDIX D: PROTOCOL FOR SAFEGUARDING CHILDREN EDUCATED AT HOME

This protocol is underpinned by the following documents:

Children Act 1989

Safeguarding Children in Education – DfES 2004

Working Together to Safeguard Children – HM Government 2006

Framework for the Assessment of Children in Need and their Families DOH 2002

What To Do If You Are Worried A Child Is Being Abused – HM Government 2003

Every Child Matters – DfES 2004

The role of the Local Safeguarding Children Board:

The Local Safeguarding Children Board has the statutory responsibility to ensure that all agencies within Cornwall and the Isles of Scilly promote the safeguarding of children in all settings. This includes ensuring that agencies that come into contact with children educated at home by their parents are aware of their responsibility to consider whether the children are being adequately safeguarded within those settings and, where appropriate, to notify other agencies of their concerns.

Legal Framework for Home Education:

The Education Act 1996 endorses a parent's legal right to educate their children outside of a school environment.

The responsibility for overseeing children educated other than in school is with the Children's Services department of the Council of the Isles of Scilly.

Safeguarding Issues:

Most parents who decide to educate their children at home will have good and valid reasons for doing so. Some parents may feel that their child's needs are not being met within the mainstream curriculum. Others may feel that they can better meet the needs of a child who has special educational needs. Others may see home education as an answer to difficulties their child has experienced at school, such as bullying.

However, in some cases where parents elect to home educate, there may be a history of concerns regarding the care the child is receiving or the parental commitment to education. Being out of school means the child does not have the routine monitoring of their welfare and day to day contact with a range of professionals that is afforded to children at school. This will require all agencies in contact with home educated children to ensure that the child's welfare is being promoted.

Safeguarding Children in Education (DfES 2004) states:

“responsibility for children who are educated at home by their parents are not solely education issues. These matters are best dealt with by a multi agency approach and should be addressed in locally agreed procedures in accordance with the principles set out in ‘Working Together’ and the Assessment Framework.”

The 'Every Child Matters' 2004 framework sets out the criteria by which all children's well being should be measured. That is that they should be healthy, stay safe, enjoy and achieve, make a positive contribution and, in due course, experience economic well being.

Attendance at school plays an important part, not just in ensuring that a child achieves academically, but it also providing routine health surveillance and opportunities for social interaction that promote greater awareness of safety issues and wider contribution to the community. It is therefore implicit that, as well as ensuring a child receiving home education is meeting the needs of the education curriculum, the local authority should ensure that outcomes for home educated children in all dimensions of the Every Child Matters agenda are promoted.

To this end the Local Safeguarding Children Board requires agencies within Cornwall and the Isles of Scilly to ensure they promote the well being of home educated children in all aspects of their development.

Process within the Isles of Scilly

Occasionally, the school may have had prior concerns that may or may not have met the thresholds for Child in Need / Child Protection procedures to apply. In such cases, regular attendance at school will have provided a regular opportunity to monitor the child's general well-being.

When a parent of such a child elect to home educate, the school will pass details of the child to the local authority. The local authority's Home Education Co-ordinator will undertake the continued monitoring of the educational arrangements for the child whilst children's Social Care will carry out assessments to determine whether the child is in need and/or there are child protection issues. The EHE Co-ordinators will request that monitoring of the child's education takes place within the family home and that the child is part of the discussions around their education. This will enable the team to ensure that the Every Child Matters 5 outcomes are being met.

If any agency comes into contact with a child being educated at home and has concerns for their welfare then they should follow the procedure outlined in the '**South West Child Protection Procedures**' www.swcpp.org.uk . Alternatively reference can be made to: "What To Do If You Are Worried A Child Is Being Abused" HMG 2003.

APPENDIX E: GUIDANCE FOR PARENTS / CARERS CONSIDERING EMPLOYING A PRIVATE TUTOR

Whilst your son/daughter attended a mainstream school, the Local Authority undertook a number of measures to ensure the safety of your child. Having elected to educate your child at home, you may choose to employ someone privately as part of your EHE provision. This information is intended to assist parents / carers in selecting an appropriately trained and verified professional to work with their child as a private tutor.

Does the Children's Service Authority (LA) hold a list of approved tutors?

The LA does not keep such a list. The LA does employ tutors to provide education who are unable to attend school and who need special provision. The LA is not able to make the names of these tutors available to the public

What checks can I do to help keep my child safe?

1. CRB checks (Criminal Record Bureau)

- Whilst at school ANY adult working with your child would have undergone an Enhanced CRB check. This is a police check that is run on an individual and would have given **some** assurances that the adult had not been identified as posing a risk to children
- Some tutors may show you their current 'CRB check'. Where a person has been working closely with children and vulnerable adults it should be an 'Enhanced' CRB check
- As a parent / carer you will not have any additional information that might have been given to a school when they undertook a CRB check as to whether there have been some concerns about an individual
- As a parent /carer you are unable to undertake a CRB check
- If a tutor shows you their CRB check BUT they haven't worked for 3 months then it is no longer valid
- CRB checks however can only tell you information up to the time the check was done. They do not tell you about anything the person might have done after the check was made. That is why **references** are important.

2. References

- Always interview any potential candidate, and ask to see their career resumé
- Always ask for and check professional references from someone who knows the tutor now. If the tutor is currently, or has recently been employed in a school, ask for a reference from the headteacher, and if a qualified teacher, ask to see a copy of the tutor's General Teaching Council Registration
- You should also ask to see their qualification certificates

- If there are career gaps on the individual's resumé, ask for reasons and seek evidence of any explanations given
- It is also helpful for the tutor and your child to meet prior to you making a decision. Observing the interaction between the potential tutor and your child may help to inform your decision.

3. Where should tuition take place?

- It is not recommended that private tuition whether at home or elsewhere, e.g a gym, swimming pool etc is on a 1:1 basis without a second adult being present as this may pose a risk to BOTH the professional AND the child
- Tuition is best undertaken in a quiet place, which is well organised and suitable for study, away from the distractions of television and radio. **A bedroom is never appropriate**, even if it contains a study area. It is essential that you (or another trusted adult chosen by you) remain on the premises. Any chaperone arrangement offered by the tutor (for example his or her partner) should be refused. It is important that you have access to the teaching area and can observe and hear activity at any time you wish. Intervening doors should be kept open, even though this may mean curtailing your own activities. Any tutor who is mindful and aware of current expectations of professional staff should have no objection and is likely to offer the arrangement without your suggestion. You or the tutor may have a preference about whether the tuition takes place in your home, the tutor's home, or elsewhere, but the conditions outlined above should apply in each case. You should not feel that you are acting unreasonably to expect this and should not accept inferior arrangements.
- Adults working in recognised organisations eg a gym should adhere to the organisation's child protection policy. This policy will have a clear procedure for adults working closely with children and parents should be advised to ask for a copy for their own reassurance.

4. What should I do if my child tells me something inappropriate has happened or I find the tutor behaving inappropriately with my child?

- Any adult who behaves in an inappropriate or abusive manner with a child must be reported to Social Care. If your child tells you of inappropriate behaviour you must listen to your child and reassure them that it is not their fault. However embarrassed or uncomfortable you feel about what your child tells you or what you find, you must put the welfare of your child first. In such circumstances you **MUST** inform the Social Care team for your area who will make enquiries into the matter jointly with the police and in liaison with the Local Authority Designated Officer. Tuition will be suspended initially until the investigation is concluded. The decision as to whether the tutor can continue to work will be based on the findings of the investigation.

CONCLUSION

If you are in doubt about employing a particular individual - DON'T

Ask for evidence of qualifications, CRB check and references

Always ensure you or another trusted adult is left on the premises

Don't delay in reporting abusive or inappropriate behaviour to the proper authorities

If you would like further copies of this document, please contact

Keith Grossett
Commissioning, Inclusion and Performance Manager
Children's Services,
Council of the Isles of Scilly,
Carn Thomas,
St. Marys
TR21 0PT

We want to ensure that your needs are met.

If you would like this information on audio tape, Braille, large print, any other format or interpreted in a language other than English, please contact: 01720 424000 or email diversity@scilly.gov.uk

