

**Swindon Borough Council**

**Information**

**For**

**Elective Home Educators**

**Contents**

**Page**

The purpose of these notes 3

Introduction 3-4

The Law relating to Elective Home Education 4-5

Parental Rights and Responsibilities 5

Local Authorities Responsibilities 6-7

Procedures 7-10

Comments and Complaints 11

**Qualifications**

GCSEs – planning ahead 12

Can my son/daughter take GCSEs 12

Coursework 13

Funding 14

Post 16 choices – planning ahead 14

**Appendices** 15-22

A:Contacting the Local Authority and representatives

B: Contacting other Organisations

C: Guidelines for presenting examples of education provision

D: Protocol for safeguarding children educated at home

E: Guidance for parents/carers considering employing a private tutor

**Purpose of these notes**

The purpose of these notes is to help you as a home educator to understand the way in which Swindon Borough Council and the Education Welfare Service carry out its duties under the Education Act 1996, with regard to Elective Home Education (EHE).

Swindon Borough Council (LA) respects the rights of parents and carers to elect to educate their child/children at home.

Swindon Local Authority (LA) aims to:

* Work to promote positive relationships and mutual respect with parents and carers for the benefit and educational well-being of children.
* Where parents/carers have chosen to home educate, we want the home educated child to have a positive experience.
* Provide an effective, efficient and supportive service.

**Introduction**

Elective home education is the term used by the Department for Education to describe parents’/carers’ decision to provide education for their children at home instead of sending them to school. This is different from home tuition provided by a LA or education provided by a LA other than at a school. **Throughout these guidelines ‘parents’ should be taken to include all those with parental responsibility, including guardians and carers.**

These guidelines set out parents’ rights to educate their children at home and their responsibilities, the legal duties and responsibilities of head teachers and the LA. The document also explains how the LA works together with parents who home educate to build effective relationships in order to safeguard the educational interests of children and young people. Swindon LA has a legal responsibility to ensure the availability of school places and also to identify children who are not receiving a suitable education.

Children whose parents elect to educate them at home will **not** be registered at mainstream schools, Special schools, Independent schools, Academies, Pupil Referral Units (PRUs), Colleges, Children’s Homes with education facilities or education facilities provided by independent fostering agencies. Some parents may choose to engage private tutors or other adults to assist them in providing a suitable education, but there is no requirement for them to do so. Learning may take place in a variety of locations, not just in the family home.

Parents may choose home education for a variety of reasons. Swindon Borough Council’s primary interest lies in the suitability of parents’ education provision and not their reason for doing so. The following reasons for home educating are common, but by no means exhaustive:

* distance or access to a local school
* religious or cultural beliefs
* philosophical or ideological views
* dissatisfaction with the education system
* bullying
* as a short term intervention for a particular reason
* a child’s unwillingness or ability to go to school
* special educational needs
* parents’ desire for a closer relationship with their children

All LAs are required to establish the identities of children in its area who are not receiving a suitable education by regular attendance at school or otherwise, so far as it is possible to do so. If it appears that a child of compulsory school age in their area is not receiving suitable education, the LA may initiate procedures for issuing a School Attendance Order (SAO); this will require the parent to satisfy the LA within a period specified in the notice that the child is receiving education suitable to the child’s age ability and aptitude under the Education Act 1996.

**The Law relating to Elective Home Education**

Article 2 of Protocol 1 of the European Convention on Human Rights states that:

*“No person shall be denied the right to education. In the exercise of any functions which it assumes in relation to education and to teaching, the State shall respect the right of parents to ensure such education and teaching is in conformity with their own religious and philosophical convictions”*

Parents have a right to educate their children at home. Section 7 of the Education Act 1996 provides that:

“*The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable –*

1. *to his age, ability and aptitude, and*
2. *to any special educational needs he may have,*

*either by regular attendance at school or otherwise.”*

The responsibility for a child’s education rests with his or her parent. An “efficient”and “suitable” education is not defined in the Education Act 1996 but “efficient”has been broadly described in case law as an education that “achieves that which it sets out to achieve”, and a “suitable” education is one that “primarily equips a child for life within the community of which he is a member, rather than the way of life in the country as a whole, as long as it does not foreclose the child’s options in later years to adopt some other form of life if he wishes to do so”.

**Parental Rights and Responsibilities**

Parents may decide to exercise their right to home educate their child from a very early age and so the child may not have been previously enrolled at a school. They may also elect to home educate at any other stage up to the end of compulsory school age. \*Compulsory school age is the age when children must receive an education, not when they must attend school. This is from the first day of the school term after a child’s 5th birthday and until the last Friday in June in the academic year when the child turns 16 year old. Parents are not required to register or seek approval from the Local Authority to educate their children at home. Parents who chose to educate their children at home must be prepared to assume full financial responsibility, including bearing the cost of any public examinations. Parents must also ensure that their children receive suitable full-time education for as long as they are being educated at home.

If the child is in attendance at a school and parents wish to withdraw their child for home education the parent should inform the school in writing. Parents are not however, required to inform the LA if they decide to home educate a child who has not previously attended school but it would be sensible for them to do so in order to support and safeguard these children. The exception to this is where the child is attending a special school under arrangements made by the local authority, in which case additional permission is required from the authority before the child's name can be removed from the register

Local authorities should expect parents to inform the LA of their decision to home educate their child at the following times:

* if they do not intend to apply for a place in a reception class
* if they do not intend to apply for a school place at secondary transfer
* when they move into the area

**Local Authorities’ Responsibilities**

Local Authorities should be provide written information about Elective Home Education that is clear, accurate and sets out the legal position, roles and responsibilities of both the LA and parents. This information should be available on LA websites.

Local authorities have a statutory duty under section 436A of the Education Act 1996, to make arrangements to enable them to establish the identities, so far as it is possible to do so, of children in their area who are not receiving a suitable education. The duty applies in relation to children of compulsory school age who are not on a school roll, and who are not receiving a suitable education otherwise than being at school (for example, at home, privately, or in alternative provision).

Local authorities have no statutory duties in relation to monitoring the quality of home education on a routine basis.

However, under Section 437(1) of the Education Act 1996, local authorities shall intervene **if it appears** that parents are not providing a suitable education. This section states that:

“If it appears to a Local Education Authority that a child of compulsory school age in their area is not receiving suitable education, either by regular attendance at school or otherwise, they shall serve a notice in writing on the parent requiring him to satisfy them within the period specified in the notice that the child is receiving such education”.

Section 437(2) of the Act provides that the period shall not be less than 15 days beginning with the day on which the notice is served.

Prior to serving a notice under section 437(1), local authorities are encouraged to address the situation informally. If the LA has information that makes it appear that parents are not providing a suitable education, it will ask parents for further information about the education they are providing.

A School Attendance Order (SAO) will be considered after all reasonable steps have been taken to try and resolve the situation. If the LA prosecutes the parents for not complying with the order, then it will be for a court to decide whether or not the education being provided is suitable and efficient. The court can revoke the order if it is satisfied that the parent is fulfilling his or her duty.

Local authorities also have a duty under section 175(1) of the Education Act 2002 to safeguard and promote the welfare of children. This section states:

““A Local Authority shall make arrangements for ensuring that their education functions are exercised with a view to safeguarding and promoting the welfare of children”

The Children Act 1989 allows a local authority to insist on seeing children in order to enquire about their welfare where there are grounds for concern. However, the local authority does not have the ability to see and question children subject to elective home education in order to establish whether they are receiving a suitable education

**Procedures**

The following procedures for parents who elect to home educate their child is intended to be fair, clear, consistent, non-intrusive and timely, in order to provide a good foundation for the development of trusting relationships.

The school must delete the child’s name from their admissions register immediately on receipt of written notification from the parents that the pupil is being withdrawn from school to be educated at home. However, if the child is attending a special school under arrangements made by the LA, the LA must decide whether the home education is suitable before a child’s name can be deleted from the roll of a Special school.

It is the duty of the proprietor of the school to inform the LA of the deletion of a pupil’s name from the register and the reason for it, no later than when the pupil’s name is deleted from the register (regulation 12(3) of the Education (Pupil Registration) (England) Regulations 2006); Schools enter these details on the electronic data management system. These Pupil Registration Regulations apply to all schools: maintained; Independent, Special schools, Academies and Pupil Referral Units.

If a child is registered at a school as a result of a School Attendance Order the parents must apply for the order to be revoked by the LA on the ground that arrangements have been made for the child to receive suitable education otherwise than at school, before the child can be deleted from the school’s register and educated at home.

Local authorities understand that in early stages, parents’ plans may not be detailed and they may not yet be in a position to demonstrate all the characteristics of an “efficient” and “suitable” educational provision. In such cases, a reasonable timescale would be agreed for the parents to develop their provision.

Most parents welcome the opportunity to discuss the provision that they are making for the child’s education during a home visit but parents are not legally required to give the LA access to their home. They may choose to meet a LA representative at a mutually convenient and neutral location instead, with or without the child being present, or choose not to meet at all. Where the LA is not able to visit a home, we will expect parents to provide evidence that they are providing a suitable education for example by providing a report, samples of work, have their education provision endorsed by a third party (such as an independent home tutor) or provide evidence in some other appropriate form.

Schools must not seek to persuade parents to educate their children at home as a way of avoiding exclusion or because the child has a poor attendance record but will use the normal legal or other support available to them.

If it appears that a suitable education is not being provided, the LA will seek to gather any relevant information that will assist them in reaching a properly informed judgement. A written report will be provided to a parent after a visit from the LA officer stating whether the LA has any concerns about the educational provision and specifying what these are in order to give the parent an opportunity to address them. Where concerns have been identified, more frequent contact will be made while those concerns are being addressed. The LA officer will assist the parent to make a decision regarding a suitable education.

**Providing a full-time education –** Parents are required to provide an efficient, full-time education suitable to the age, ability and aptitude of the child. There is currently no definition of “full-time”. Children normally attend school for between 22 and 25 hours a week for 38 weeks of the year, but this measurement of “contact time” is not relevant to elective home education where there is often almost continuous one-to-one contact and education may take place outside normal “school hours”. The type of educational activity can be varied and flexible.

**The National Curriculum** - Many home educated children follow the National Curriculum even though this is not required. National Curriculum tests and assessment information is available on the Qualifications and Curriculum Authority (QCA) on behalf of the Secretary of State. www.qca.org.uk

In addition, the Department for Education (DFE) website [www.dfe.gov.uk](http://www.dfe.gov.uk) will allow access to the National Curriculum and associated schemes of work.

**Youth Engagement Worker (YEW) / Integrated Locality Teams/ 0-19 Team** The LA has responsibility to provide support to 13-19 year olds and to young people who have not yet reached 25 years if they have a learning difficulty, in order to encourage, enable and assist their effective participation in education or training. Children and young people who are being educated at home are also entitled to these services, including support from a LA officer.

**LA role in supporting work experience** - Work experience is not a statutory requirement. Children educated at home have no entitlement to participate in work experience under arrangements made by the LA but may discuss this option with a LA officer. Where home educated children do participate in work experience, consideration should be given to the extent to which such children are covered by the health and safety, child protection and insurance provisions.

**Children with Special Educational Needs (SEN)** – Parents’ right to educate their child at home applies equally where a child has SEN, irrespective of whether the child has a statement (EHCP Education Health Care Plan) of special educational needs or not. Where a child has a statement of SEN and is home educated, it remains the LA’s duty to ensure that the child’s needs are met and appropriate provision is being made to meet the child’s needs. The requirements of the statement must be observed when home educating. The LA may consider ceasing the statement (EHCP) or maintain it including in Part 4 of Statements of Special Educational Needs that “parents have made their own arrangements under section 7 of the Education Act 1996”. The LA must decide whether the home education is suitable before a child’s name can be deleted from the roll of a special school.

A parent who is educating their child at home may ask the LA to carry out a statutory assessment or reassessment of their child’s special educational needs and the LA must consider the request within the same statutory timescales and in the same way as for all other requests.

**Gypsy, Roma and Traveller Children** – The LA has an understanding of and is sensitive to the distinct ethos and needs of Gypsy, Roma and Traveller communities. These families who are electively home educating are treated in the same way as any other families and home education will not necessarily be regarded as less appropriate than in other communities. When a Gypsy, Roma and Traveller family with children of school age move into an area, they are strongly encouraged to contact the Integrated Locality Team/Education Welfare Service or Admissions Department for advice and help to access local educational settings.

**Swindon Elective Home Education Process**

Parent writes to head teacher to withdraw child from school

Parent of non-registered child writes direct to Named Officer for EHE

jP

Head teacher removes child from school roll

Head teacher advises LA of withdrawal

Named Officer for EHE sends initial letter out to parent including policy and guidelines (within 3 weeks)

Named Officer for EHE offers a home visit

Offer of a home visit or the parent declines the home visit and sends in educational information

New home visit offered

Note:

Parent is informed of concerns and is given opportunity to address any issues (up to 3 months)

Should concerns arise at any point in the above process that a child is suffering or is likely to suffer significant harm, an immediate referral will be made to the Designated Officer within Children Services and Child Protection procedures will be initiated. (South West Child Protection Procedures www.swcpp.org.uk)

**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 write to:

Director of Children’s Services

Civic Offices

Euclid Street

Swindon

SN1 2JH

**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 13+ (year 8)

It is 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 will 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 examinations 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 should contact the individual examination boards about the most appropriate syllabus to follow.

The contact numbers and websites for exam boards for England are:

* AQA (incorporating NEAB + SEG)

Exams Office Support

0800 197 7162

[www.aqa.org.uk](http://www.aqa.org.uk)

* Pearson Qualifications (Edexcel, BTEC, LCCI & EDI)

0845 618 0440

www.qualifications.pearson.com

* OCR (incorporating MEG and RSA)

01223 553998

[www.ocr.org.uk](http://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. Options:

* 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 online.
* Through independent study – if your son/daughter has a 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, e.g. 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.

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 FE College.

**Post 16 – YOUR FUTURE, YOUR CHOICE**

Your Choices at 16 – ask yourself these three questions:

1. Where am I now? (What qualifications, skills and interests do I have?)
2. Where do I want to get to? (What would I like to be doing in 5 years time – job, house, children?)
3. How will I get there? (What course or training is likely to get you where you want to go?)

* Vocational qualifications
* A Levels
* Apprenticeships
* Work or voluntary work route
* Flexible learning
* Earn and learn
* College/Sixth Form

For more information visit Swindon Borough Council website: www.learningpathway.wordpress.com

**Appendix A:**

**Contacting the Local Authority Representative**

Named Officer for Elective Home Education

Early Help Team Central South

Children, Families and Community Health

Reuben George, Cavendish Square

Swindon

SN3 2FD

01793 465030

Swindon Admissions Team

Wat Tyler House

Beckhampton Street

Swindon

SN1 2JH

01793 445500

[schooladmissions@swindon.gov.uk](mailto:schooladmissions@swindon.gov.uk)

Community Public Health Nurse

Telephone: 01793 46465799

**Appendix B:**

**Contacting Other Organisations**

Please note that Swindon Borough Council is not in a position to recommend any of the following organisations. Websites, 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.

Advisory Centre for Education (ACE)

[www.ace-ed.org.uk](http://www.ace-ed.org.uk)

BBC Schools

[www.bbc.co.uk/schools](http://www.bbc.co.uk/schools)

Cambridge Information Ltd

01449 774 658

[www.caminfo.co.uk](http://www.caminfo.co.uk)

Channel Four Learning

[www.channel4learning.co](http://www.channel4learning.co)m

Christian Education Europe Ltd

Maranatha House, Unit 5

Northford Close

Shrivenham

SN6 8HL

01793 783783

[www.christian-education.org/teach](http://www.christian-education.org/teach)

Department for Education (DFE)

Sanctuary Buildings

Great Smith Street

London SW1P 3BT

0370 000 2288

[www.education.gov.uk](http://www.education.gov.uk)

Duke of Edinburgh Award Scheme

[www.dofe.org](http://www.dofe.org)

Education Otherwise

PO Box 3761

Swindon SN2 9GT

0845 478 6345

[www.educationotherwise.net](http://www.educationotherwise.net)

Free Range Education

[www.free-range-education.org.uk](http://www.free-range-education.org.uk)

GCSE answers

[www.education.gov.uk/schools/teachingandlearning/qualifications/gcses](http://www.education.gov.uk/schools/teachingandlearning/qualifications/gcses)

Home Education Advisory Service

PO Box 98

Welwyn Garden City

Herts AL8 6AN

01707 371854

[www.heas.org.uk](http://www.heas.org.uk)

Horticultural Correspondence College

Fiveways House

Westwells Road

Hawthorn

Corsham

Wiltshire SN13 9RG

0800083919 or 01409220777

[www.hccollege.co.uk](http://www.hccollege.co.uk)

Learndirect

www.learndirect.com

National Association for Able Children in Education

NACE

[www.nace.co.uk](http://www.nace.co.uk)

New College (Exam Centre)

New College Drive

Swindon

SN3 1AH

01793 611470

[www.newcollege.ac.uk](http://www.newcollege.ac.uk)

Post 16 Option – learning pathway

[www.swindon.gov.uk](http://www.swindon.gov.uk)

Swindon College (Exam Centre)

North Star Avenue

Swindon

SN2 1DY

01793 491691

www.swindon-college.ac.uk

The student support centre

0800 999 6999

[www.student-support.co.uk](http://www.student-support.co.uk)

UK Open Learning Ltd

69 Lowther Street (1st floor)

Whitehaven

Cumbria CA18 7AD

08432892426

[www.uk-open-learning.com](http://www.uk-open-learning.com)

Wiltshire College (Exam Centre)

Student Services

01225 350035

[www.wiltshire.ac.uk](http://www.wiltshire.ac.uk)

(We would welcome your comments – favourable or unfavourable about any of these providers or any others you think should be in this list)

**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 examples that you may present one of the first things we would like to know about is your philosophy of education. There are many different approaches to providing home education.

For example, some parents 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 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 are providing, or planning to provide, this information in the following ways:

* Original work
* Photocopies of written work
* Photographs
* Art work
* Scrapbooks
* Musical and 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 the Education Welfare Officer (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 shared.

**Appendix D:**

**Protocol for Safeguarding Children Educated At Home**

This protocol is underpinned by the following documents:

* Children Act 1989
* Keeping Children Safe in Education 2015
* Working Together to Safeguard Children 2015

**The role of the Local Safeguarding Children Board:**

We all have a statutory responsibility to safeguard and promote the welfare of children and young people. Swindon Local Safeguarding Board has developed a website to provide easily accessible and up to date safeguarding information for workers, volunteers, children and young people and parents and carers.

**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 Education Welfare as part of Swindon Borough Council’s Children, Families and Community Health Department.

Most parents who decide to educate their children at home will have good valid reasons for doing so. Some parents may feel that their child’s needs are not being met with 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 of 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.

The Swindon Local Safeguarding Children Board requires agencies within Swindon to ensure they promote the well-being of home educated children in all aspects of their development.

**Appendix E:**

**Guidance for parents considering employing a private tutor**

Whilst your son/daughter attends a mainstream school, the local authority undertakes 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 in selecting an appropriately trained and verified professional to work with their child as a private tutor.

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

* 1. **DBS checks (Disclosure & Barring Service):**
* Whilst at school ALL adults working with your child would have undergone an Enhanced DBS 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 ‘DBS check’. Where a person has been working closely with children and vulnerable adults it should be an ‘Enhanced’ DBS check.
* As a parent you will not have any additional information that might have been given to the school when they undertook at DBS check as to whether there have been some concerns about an individual.
* As a parent you are unable to undertake a DBS check.
* If a tutor shows you their DBS check BUT they haven’t worked for 3 months then is it no longer valid.
* DBS 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.
  1. **References:**
* Always interview any potential candidate, and ask to see their career history/CV

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 qualifications certificates.
* If there are career gaps on the individual’s CV ask for reasons and seek evidence or any explanations given.
* It is also helpful for the tutor and your child to meet prior to you making a decision. Observing and interaction between the potential tutor and your child may help to inform your decision.
  1. **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 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 or 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 e.g. 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.
  1. **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 and report it to the Swindon Family Contact Point 01793 466903 who will make enquiries into the matter jointly with the police.

**Conclusion**

* If you are thinking of employing a particular individual ALWAYS ENSURE you ask for evidence of qualifications and references.
* Always ensure during tutoring sessions you or another trusted adult is left on the premises.
* Don’t delay in reporting abusive or inappropriate behaviour to the proper authorities.

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:

Contact Number: 01793 465030

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

Elective Home Education

Early Help Team Central South

Children Families and Community Health

Reuben George

Cavendish Square

Swindon

SN3 2FD

01793 465030