

Are you thinking of using a private tutor, tuition centre or study centre?

Make sure your child is safe, ask the right questions.

This checklist aims to help you ask the right questions so you can make an informed decision about choosing a tutor or education service for your child.

Name of centre or tutor:

Date visited:

The tutor / teacher

- Is the tutor properly accredited, experienced and qualified? Have they worked with children of a similar age or ability to your child?
- How does the centre recruit teachers or tutors? Do they get references for the tutors? Are the tutors DBS checked?
- Will your child have the same staff member every week?
- What do the tutors or centre do about bullying?

The organisation / facilities

- Who owns the centre or organisation? Who is the lead person if you have concerns? Where are their headquarters? What are their contact details?
- Does the tutor, coach or centre have insurance liability?
- What provision is there for dropping of and picking up your child? Do they let you know if your child doesn't turn up?
- Is the building safe and secure? How do people access the facilities, is there a secure entry?
- Are there separate toilets for children and adults?

The education

- Does the centre or tutor follow a curriculum or plan? Do they change it based on the ability of your child?
- Will your child take any formal exams and gain qualifications?