



St. Andrews
International School
Dusit

PRIVATE TUTORING POLICY FOR COGNITA EMPLOYEES

Asia
2019 - 2020

General Statement

At St Andrews International School (Dusit) we acknowledge that staff may seek opportunity to provide private tutoring to students, outside of their contracted hours. Approval to undertake a tutor role on school premises must be sought in writing from the Head of School in advance. The application of the key principles of the Cognita Code of Conduct is essential, in particular, with regard to isolation and one to one working.

Staff who tutor students off site must adhere to the principles outlined in the policy at all times. Approval to undertake a tutor role for any St Andrews International School (Dusit) student must be sought in writing from the Head of School.

The School also recognises that staff working in one to one situations with children and young people, either at school, student's home or public place, may be more vulnerable to allegations.

Risk assessments in relation to the specific nature and implications of one to one tutoring will be reviewed with the staff member and submitted to the Head of School via the DSL. In addition, each assessment should consider the individual needs of the student. Arrangements and procedures will be reviewed on a regular basis, as agreed with the DSL and the Head of School.

The staff member should submit their tutoring request to the DSL for review. A central record of staff tutoring and relevant documentation should be held by the DSL. Final approval and signoff will be given by the Head of School.

Cognita accept no liability for tutoring contracts raised outside of staff's Cognita employment contract.

Private tutoring is the tutoring of students for financial gain by our employees. All employees must have background screening checks* in place, before they agree to tutor.

Objectives

- Safeguard students
- Ensure a safe working environment for staff
- Protect the staff from allegations
- Protect the professional reputation of staff and the school

Policy distribution

The policy must be shared with all staff and be available for staff and parents on the school intranet. The policy should be read along with the Cognita Code of Conduct and the Lone Workers Policy. A Risk Assessment must be raised in accordance with the lone worker policy.

Practice (of school site)

- Staff must seek approval to tutor
- Tutoring arrangements in parental contractual of agreement must be sent to the Head of School and DSL in advance who will review the tutoring arrangements.
- Await written approval from the Head of School before commencing tutoring.
- Tutoring must take place outside of contractual hours.
- Staff must not tutor their own students.
- Staff must raise a contract of agreement with the parent (s), which includes the following information;
 - Standards and expectations, in line with the Cognita Code of Conduct
 - Location
 - Duration and time of session
 - Contact arrangements between parent and tutor
 - Supervision, with particular regard to lone working
- Avoid all social media contact with the student and must not communicate with the student from a personal email address.
- Agree that contact between student and tutor should be by email from a professional address and CC the parent on all communication. In the case of primary / elementary students contact will be between parent and tutor.
- It is strongly recommended that tutoring takes place in a public place, such as a library, community centre or coffee shop. This is an important element in protecting the staff member.
- If tutoring does take place at the student's home, it is essential that a parent or another appropriate adult is always present in the room .
- Tutoring should take place in an open space, such as the dining room / kitchen or living room area. Tutoring must never take place in a student's bedroom.
- Always report any situation where a child becomes distressed or angry to the DSL and / or the Head of School within 24 hours.
- Adhere to the guidance on low level concerns and self-reporting as per school expectations.
- The taking of photographs is strictly prohibited.
- Review the tutoring arrangements regularly and update the DSL and Head of School of the changes.

Practice (on school site)

- Staff must seek approval to tutor on school site
- Tutoring arrangements in parental contractual of agreement must be sent to the Head of School and DSL in advance who will review the tutoring arrangements.
- Await written approval from the Head of School before commencing tutoring.
- Tutoring must take place outside of contractual hours.
- Staff must not tutor their own students.
- Staffs must raise a contract of agreement with the parent (s), which includes the following information;
 - Standards and expectations, in line with the Cognita Code of Conduct

- Location
- Duration of time and session
- Contact arrangements between parent and tutor
- Supervision, with particular regard to lone working
- Avoid all social media contact with the student and communication with the student from a personal email address.
- Agree that contact between student and tutor should be by email from a professional address and CC the parent on all communication. In the case of primary / elementary students contact will be between parent and tutor.
- Ensure that the tutoring takes place in a suitable place, such as the library.
- Avoid meetings with the student in remote, secluded areas of school.
- Ensure there is visual access and/or an open door in one to one tutoring situations.
- Inform other staff nearby of the tutoring arrangements.
- Avoid the use of posters, notices or 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- Always report any situation where a child becomes distressed or angry to the DSL and /or Head of School as soon as possible.
- Adhere to the guidance on low level concerns and self-reporting as per school expectations.
- The taking of photographs is strictly prohibited.
- Review the tutoring arrangements regularly.

Working with Parents

We work closely with parents to identify and ensure we meet the child's needs. If parents feel the need to seek additional tutoring for their child, it is vital that they fully understand and adhere to the outlined standards and expectations. It is the responsibility of the tutor to ensure that the parent fully understands the need to safeguard the child and the tutor.

Any allegation made against the tutor by parent(s) or child will be managed as per the Cognita and school procedures.

PRIVATE TUTORING POLICY

Ownership and consultation	
Document sponsor (role)	Safeguarding Manager - Asia
Document author (name)	Suzanne Murray suzanne.murray@cognita.com
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Consultation	

Compliance	
Compliance with	Cognita policy on Safeguarding

Audience	
Audience	Heads of School, Principals, School staff, Parents

Document application	
Asia	Yes

Version control	
Implementation date	March 2018
Review date	March 2019

Related documentation	
Related documentation	Cognita Code of Conduct
	Safeguarding – Policy and procedure 2019-2020
	One to one working policy 2019-2020