



# Private Tutors Policy

Version 1.0

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Prepared by Jonathon Simmons

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Monitored by Board

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Review by Principal

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Status Final

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## Version History

Version	Date	Notes
1.0	Sept 2018	New Policy
1.0	Jan 2020	Reviewed – no alterations



## **VISION STATEMENT**

*A Christ centred learning community exploring and impacting on God's world*

## **MISSION STATEMENT**

*To assist parents in the nurture of their children, by providing a Christ-centred, biblically grounded, culturally engaging and academically rigorous education that instils hope and equips children to live for God's glory*

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## Important related documents:

Child Protection Policy

External Providers Policy

WHS Policy

Complaints Framework

Privacy Policy

Parents and Visitors Code of Conduct

## Relevant Legislation

Ombudsman Act 1974 and Ombudsman Amendment (Child Protection and Community Services) Act 1998 NSW

Child Protection (Working With Children) Act 2012 NSW

Children and Young Persons (Care and Protection) Act 1998 NSW

## **1 INTRODUCTION**

Private tutors provide the students of Richmond Christian College with affordable, accessible and high quality lessons in musical instruction and assistance in academic subjects beyond the normal curriculum.

## **2 PURPOSE OF THIS DOCUMENT**

This document outlines the policy and procedures of the school in permitting private tutors to provide services to our students on site.

## **3 POLICY**

RCC allows approved private tutors to provide lessons to students using school facilities both during and after school hours. All tutors must meet the school's requirements in terms of Child Protection and meet all legal obligations with provision of the service. Parents are responsible to engage the services of the tutors for their children and for payment arrangements. Tutors may, or may not, hold a Christian faith.

## **4 PROCEDURES**

Private tutors may offer instruction in:

- Musical instruments
- Any Key Learning Area

### **4.1 Evidence of Compliance by Tutor**

The tutor will have to provide details of:

- Working With Children Check (WWCC) clearance number
- Australian Business Number (ABN)
- Public Liability Insurance (if held)

### **4.2 Records**

The college will keep a record of:

- (a) WWCC
- (b) ABN
- (c) Public Liability Insurance (where applicable)

#### **4.3 Responsibilities of the School**

- (a) The school will interview the provider to ensure they are suitable to offer services;
- (b) The school will provide a safe, clean, suitable environment for lessons to take place;
- (c) The school will communicate changes in routine where possible to tutors before a day's lessons commence;

#### **4.4 Responsibilities of the Tutor**

- (a) Work within the school, using the school facilities, but are NOT employees of the school. As such they do not have any employee entitlements such as superannuation, insurance etc;
- (b) Provide a WWCC clearance number to the school;
- (c) Maintain their own public liability insurance and provide the school with the details where held. If insurance is not held the Tutor must inform parents accordingly.
- (d) Hold a current ABN and provide the school with the details;
- (e) Sign in and out of the Visitors Register located in the School Office each day they are present at the school.
- (f) Wear a visitors badge when working at the school
- (g) Read and sign to agree to follow the Parents, Visitors and Volunteers Code of Conduct
- (h) Communicate a timetable of student appointments with the Head of Primary and Head of Secondary

#### **4.5 Responsibilities of Parents/Guardians**

- (a) Are responsible for arrangements with and payments to the tutor
- (b) Are responsible to negotiate requirements for Public Liability Insurance with the tutor

#### **4.6 Responsibilities of Students**

- (a) Must catch up on any work missed while they are attending tutor lessons
- (b) Behave in an appropriate manner towards their tutors, showing them respect and courtesy

**APPENDIX : RCC PRIVATE TUTOR AGREEMENT**

TUTOR NAME:	
ADDRESS:	
PHONE NO:	
EMAIL ADDRESS:	
WWCC NO:	
ABN:	
PUBLIC LIABILITY INSURANCE POLICY:	Insurance Company:  Policy No :  Cover:
DETAILS OF QUALIFICATIONS/EXPERIENCE:	

I hereby declare I have read and understood the RCC Private Tutor's Policy and agree to meet all the obligations contained therein. The signed Parents, Visitors and Volunteers Code of Conduct is attached.

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Signature

...../...../.....

Date