



Private Tutors Policy

Version 1.1

Prepared by	Jonathon Simmons
Date Prepared	September 2018
Date ratified by the Board:	27 February 2024
Monitored by	Board
Review by	Principal
Date for review	2029
Status	Final

Version History

Version	Date	Notes
1.0	Sept 2018	New Policy
1.0	Jan 2020	Reviewed – no alterations
1.1	Nov 2023	Scheduled Review. Updated Mission Statement & policy references; updated requirement for Insurance
1.1	July 2026	Scheduled Review – reissued without alteration.



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, academically rigorous and culturally relevant education that instils a sense of identity, purpose and hope in students that equips them to live for God's glory.

Table of Contents

1	INTRODUCTION	1
2	PURPOSE OF THIS DOCUMENT	1
3	POLICY	1
4	PROCEDURES.....	1
4.1	Evidence of Compliance by Tutor	1
4.2	Records.....	1
4.3	Obligations of the School.....	1
4.4	Obligations of the Tutor	2
4.5	Obligations of Parents/Guardians	2
4.6	Obligations of Students	2
	APPENDIX: RCC PRIVATE TUTOR AGREEMENT	3

Important related documents:

Child Safe Framework

External Providers Policy

WHS Policy

Complaints Framework

Privacy Policy

Visitors and Volunteers 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 Safety 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) number
- Australian Business Number (ABN)
- Public Liability and Professional Liability Insurance
- Worker's Insurance (where applicable)

4.2 Records

The College will keep a record of:

- (a) WWCC
- (b) ABN
- (c) Public Liability and Professional Liability Insurance
- (d) Worker's Insurance (where applicable)

4.3 Obligations 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, highly visible, clean, suitable environment for lessons to take place;

- (c) The school will inform parents and students of the availability of the service.
- (d) The school will communicate changes in routine where possible to tutors before a day's lessons commence;

4.4 Obligations 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) Maintain a WWCC clearance and provide associated details to the school;
- (c) Maintain their own public liability of not less than \$20 million and professional liability insurance of not less than \$5 million and provide the school with a certificate of currency annually.
- (d) Maintain their own Worker's Insurance (where applicable) and provide the school with a certificate of currency annually;
- (e) Comply with all work health and safety obligations at law.
- (f) Hold a current ABN and provide the school with the details;
- (g) Sign in and out of the Visitors Register located in the School Office each day they are present at the school;
- (h) Wear a visitors badge when working at the school;
- (i) Read and sign to agree to follow the Volunteers and Visitors Code of Conduct;
- (j) Organise and communicate a timetable of student appointments with the School Office and Heads of School.
- (k) Provide all necessary equipment and materials to provide the service to the students unless previously negotiated with the School.
- (l) Observe all directions of the School in relation to the use of School facilities and conduct and behaviour on School premises.
- (m) Invoice parents/guardians directly for tutoring services.

4.5 Obligations of Parents/Guardians

- (a) Are responsible for arrangements with and payments to the tutor.

4.6 Obligations 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:	
DATE OF BIRTH: (for WWCC Verification purposes)	
ABN:	
PUBLIC and PROFESSIONAL LIABILITY INSURANCE POLICY	Certificate of Currency Attached: ☐
WORKER'S INSURANCE (Where applicable)	Certificate of Currency Attached: ☐
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 Volunteers & Visitors Code of Conduct is attached.

..... /..... /.....
Name Signature Date