



Doncaster
Council



Doncaster Children's
Services Trust



DONCASTER
SAFEGUARDING
CHILDREN
PARTNERSHIP

Guidance for Parents/Carers Considering Employing an Individual to Deliver Services for a Child or Young Person

APRIL 2022

Introduction:

Parents may consider employing an individual for a variety of reasons. Examples of this may include:

- to support their child's learning or social activity outside of school
- employing a direct payment worker to care for their child with additional needs or disabilities
- appointing a counsellor to support their child's emotional well-being

This guidance assists parents in selecting an appropriately trained and experienced person to work with their child.

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Thinking of Employing Someone to Work with your Child?

If you are thinking of employing someone to work with your child, this leaflet gives you some helpful information. It explains how you can go about choosing someone appropriately trained and experienced.

The information also applies if you plan to send your child to a group or centre to take part in an activity.

It is the parent/carers' responsibility to check the suitability of an individual to work with their child/young person. This leaflet is purely for guidance to assist in making a decision on finding a suitable person.

Parents or carers may employ an individual for a variety of reasons:

- To help with school work
- To improve grades or exam results
- To learn a musical instrument
- To take part in out of school activities such as sports or drama
- To build confidence and ability in reading, maths or writing
- To teach your child more about their heritage, faith or culture.
- To take care of your child as part of a local authority funded package of support

Does the council hold a list of people who can help?

No, the council does not hold a list.

You as a parent or carer are responsible for choosing and paying for services. It is advisable to do some research around the services you wish to purchase and the following may help:

- Does the service require registration or approval by any statutory organisation?
- What qualifications or experience does an individual need to deliver the service?
- Can anyone deliver the service without either of the above?

The recommendation is that you use someone who is qualified and/or experienced in the service or activity required. This would be a private arrangement between you and the service and it would still be your responsibility to monitor arrangements and ensure your child stays safe, whilst also knowing whom to contact should you have any concerns on the conduct of the individual, service, club or group working with your child.

How do I find someone to help?

Before making a decision, consider safer recruiting processes:

[Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers \(proceduresonline.com\)](http://proceduresonline.com)

Find someone by:

- Asking other parents if they can recommend a person, service, group or club
- Talking to your child's school

- Contacting agencies who advertise and employ people for the service you are looking for
- Advertise in the local press, on the internet or look for advertisement boards in local shops or community centres
- Consider if you want someone that will visit or come to your house rather than taking your child to their home. Consider dangerous dogs, home conditions – are they suitable for your child (allergies)?
- Consider supervision of your child during the time they are away from you; can you observe the activity taking place? Would the person know how to respond to any medical needs or emergency in your absence? Is the activity taking place indoors or outdoors with other adults present?
- Consider who else may be in the house or venue at the time of the activity, does anyone else pose a risk?

Whichever way you find someone to work with your child, you and your child should meet with the person first before any activity starts. This means you can see how they interact. If everyone feels comfortable and the person has the relevant skills, qualifications and/or experience then you are able to make a decision to commence.

For information on services please visit [Doncaster Council \(yourlifedoncaster.co.uk\)](http://yourlifedoncaster.co.uk)

When choosing an individual, how can I be sure that they are properly qualified and/or experienced and do not pose a risk to my child?

You will be employing the individual or arranging for your child to attend a session for support or an activity. You need to ensure staff working with children are appropriately qualified, trained and/or experienced and do not pose a risk to children, so you should:

- Interview prospective people or talk to a responsible person within the organisation. If using an agency, ask what checks they carry out. Consider safe recruitment procedures: [Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers \(proceduresonline.com\)](http://proceduresonline.com)
- Ask the person for names and contact details of other families they have worked with and check this out – see if you can meet or speak to these families and confirm the person's suitability
- See and check their professional references and qualifications certificates and ask for an enhanced DBS check/ask to see the DBS certificate and consider if this is recent.
- Not everyone has qualifications for the services they offer, but they may have other qualifications. Make sure they have specific qualifications to satisfactorily meet your requirements and consider their experience to undertake the task as well. Someone may be highly qualified without experience or vice versa and you need to consider what best meets your child's requirements. Research on the internet about qualifications or experience. There may be a governing body able to give advice.
- Ask for a written reference from any current or recent employer

- Contact referees to check references are real and accurate
- If their CV shows time gaps when they appear to have not been doing anything, ask for the reasons and seek evidence to check this.

Safeguarding Checks:

- It is likely that individuals already working with children or young people will have an Enhanced Disclosure and Barring Service (DBS) check. This was formerly known as a CRB check.
- If you decide to employ an individual, it is a private arrangement between you and them. The law does not require employees and volunteers who work for themselves with children to obtain a DBS check. Individuals, who work with children such as sole traders, cannot request criminal records checks on themselves through the Disclosure & Barring Service.
- Individuals who work with children and young people may have DBS Enhanced checks for other work they do. This may be teaching work at a school or it may be for other work they do, such as fostering, adoption, volunteering or care work. If this is the case, you should ask to see a copy of their disclosure certificate. It is for the individual to agree that you can see their (DBS) certificate
- It is up to you as a parent/carer to decide if it is too risky to employ an individual without a DBS check, or with a DBS check undertaken for other purposes. An Enhanced DBS check is recommended.
- Some people may have DBS checks done through an agency or organisation offering their services. This may, for example, be through a club for a sports coach, through a payroll management company for a direct payment worker or through a group or organisation for social, counselling, mediation, advocacy or educational activities.

When I have found someone for 1:1 support, where should the support or activity take place?

This is a decision that you as a parent should take on behalf of your child. Some support is best taking place in your home, in a quiet place away from distractions and you should be able to observe the session.

Bedrooms are not suitable for this. It is reassuring to children and the person doing the support to know that parents or carers are near and can go to the room to watch the work or activity at any time. Whether at home (including online), or the employee's location, it is important that you are able to go in to the area your child is in and can watch or listen if you wish. You can request that doors are kept partly open to allow both an undisturbed environment and your supervision.

Any individual who is aware and supportive of current professional standards when working with children have no objection to these arrangements and are likely to offer them without your suggestion.

How do I help my child get the most benefit from the time spent with the person I employ?

Share the child/young person's care plan and be clear about your expectations.
Make sure that you are able to monitor and take an interest in the work undertaken.
Talk to your child about their progress and their work.
Talk to the person you employ about the plans and any specific outcomes for your child.
Ask the person you employ how you can support them.
Ask for and agree timescales for progress reports

What about discipline and punishment?

Individuals are not allowed to smack or hit children and young people they work with, even if parents allow or request it. It is important that you and the person discuss what forms of discipline to implement if your child misbehaves.

What should I do if my child tells me something inappropriate has happened or if I find the tutor behaving inappropriately with my child?

Any adult who works with children in either a paid or voluntary capacity who behaves in an inappropriate or abusive manner towards a child should be reported to the Local Area Designated Officer (LADO). More information can be found via

<https://www.doncasterchildrenstrust.co.uk/how-we-work-you/local-authority-designated-officer>.

<https://www.doncasterchildrenstrust.co.uk/worried-about-a-child> to report concerns online, or call the Multi-agency Safeguarding Hub on 01302 737777

If harm has been caused, report to the police - 101 or emergency 999.

The relevant authority will make further enquiries and where necessary instigate a child protection investigation.

If you have such a concern, report it, stop using the tutor and reassure your child.

Contact Us:

For urgent advice - Doncaster Children's Social Care Multi-agency Safeguarding Hub:
Switchboard: 01302 737777

Out of Hours - Multi-agency Safeguarding Hub (Emergencies only): 01302 796000

Enquiries - Doncaster Children & Young People's Safeguarding Service, Doncaster Council:
01302 862492 / cypssafeguardingsupport@doncaster.gov.uk