
Guidelines and Recommendations for Engaging Private Tutors

It is generally expected that ASP students do not need additional tutoring, their full school days and attentive teachers provide ample support. However, if it is deemed necessary by parents or the student or advised by the school, the below guidelines and recommendations apply.

Safeguarding recommendations:

- We recommend that tutoring takes place at the family's home with an adult present. Tutors working out of their private homes present additional safeguarding risks to children and young people.
- Parents should be included in any online communications between student and tutor.
- If a tutor wishes to work with your child on-campus, then special permission needs to be provided by the Division Director. The school's HR department will require specific background checks and identification documentation in order for the tutor to access the campus. The tutor would be required to read and sign the school's [code of conduct](#) agreement.
- Tutor recommendations can be provided by your Division's Counselor. Individual tutors referred by ASP have gone through the criminal background check process conducted by our Human Resources department.
- Should a parent hire a private tutor that is not a part of the ASP community and has not been recommended by the school, we strongly recommend that the parent informs the student's counselor that tutoring is taking place.

General guidelines if requesting ASP faculty members to tutor:

- ASP faculty members can tutor but are not allowed to tutor a student that they currently teach. Full-time ASP faculty members may not tutor students during the school day.
- Any ASP faculty member or non-ASP faculty member using ASP property for tutoring must receive permission from the Division Director who will ensure we are aware of tutoring activities across the school.
- ASP teachers should not recommend tutoring directly but should contact the appropriate guidance counselor, and the counselor and the Division Director will then meet with the student/parents to explore needs and matched options. An effective

tutoring relationship means good communication between tutor, counselor and the student's regular classroom teacher(s).

- Tutoring fees must be reasonable and within the school's average chargeable hourly rates. Any ASP faculty member or non-faculty member offering tutoring is responsible for reporting applicable taxable income as per the legislation of France on taxation on income. The school takes no responsibility for taxation issues other than to ensure all are reminded of the legal requirement to report income.
- Communications with tutor and student should always include the parent and concern only tutoring related business.
- Any tutoring fee issue must be between teacher and parent and not include the student.

If you have any further questions or concerns regarding child safeguarding please contact your child's Division Director, Counselor, or myself.

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