

KAIKORAI VALLEY COLLEGE



Guest Tutors Procedure

OBJECTIVES

1. To make guest tutors aware of expectations and general requirements of the school when dealing with students.
2. To make staff aware of the support they should provide for guest tutors, including information about and expectations they should have of the students in their care.
3. To have guest tutors and staff aware of any safety or emergency issues that could arise while a guest tutor is working with students.

GUIDELINES

1. As per the Vulnerable Children's Act, no tutor will be asked to work with students without the appropriate checks being made. Please see the appointments procedure.
2. Staff will ensure when arranging guest tutors that they are competent and qualified to deliver what is required of them.
3. Staff will ensure that an adequate and safe physical environment is provided for the guest tutor and that any reasonable requirements of the tutor are attended to before the session begins. This would include any relevant emergency procedures.
4. Staff will inform parents of the students involved, and the principal, that a guest tutor will be working in the school, where appropriate.
5. Guest tutors need to sign in and out at the office.
6. Unless the school has completed a police check, guest tutors will not be left alone with students (i.e. a staff member shall be present).
7. Where a police check has been completed there is an expectation that a staff member using a guest tutor would at least be present for introductions at the beginning of the session, would check during the session and again be present to provide assistance at the end if required.

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Reviewed	10 September 2008
Reviewed	09 November 2011
Reviewed and changed to a procedure	27 April 2016
Reviewed	20 February 2020