

Lancaster Royal Grammar School

East Road Lancaster LA1 3EF

Tel: 01524 580600 Ext: 234

Email: drowe@lrgs.org.uk



Dr D R Rowe Head of Boarding

11/07/2025

Dear Parents,

On-line Tutoring Arrangements

In order to keep your son/daughter safe all activity including tutoring must take place in-line with Keeping Children Safe in Education 2024. This should be with a DBS checked tutor in a public space. We request that any arrangements fall in line with the process outlined below. I have included links to recent news articles on this subject.

<https://www.bbc.co.uk/news/articles/c9v87x2x3xwo>

<https://www.bbc.co.uk/news/articles/cp957rd154ko>

If I already have a tutor

If you already use a tutor then please send us their details so we can contact them for safeguarding purposes. This should be by using the on-line tutoring form below. This could take some time so please respond today! Once we have received safeguarding assurances we will confirm with you that these have been received. If they are a lone tutor and not working for a tuition company they will need to complete certain safeguarding checks, the cost of which will be £120 and will be passed onto you.

[On-Line Tutoring Form](#)

If I want to engage a tutor from the list of approved tutors

If you are considering using a tutor but have not engaged one yet then you may wish to use one from the list of tutors and tutoring agencies from who safeguarding assurances have already been received. This means there will be no delay whilst we obtain safeguarding assurances and no cost to you as the checks have already been carried out. We are not recommending these tutors, merely signposting them as having completed the safeguarding process. This list is continually changing and may be accessed through the on-line tutoring form. Once they have been engaged please complete the above on-line tutoring form.

If I want to use a tutor not on the list

If you are unable to find a suitable tutor on the on-line tutoring list and have found details of a tutor you wish to employ then please complete the on-line tutoring form and wait for us to complete the

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above checks before employing them. This may take some time. There will be a cost for this service of £120 which will be added to your boarding bill. It is possible that a number of parents intend to use the same tutor in which case we will divide the cost between all the parents. It is also possible that the tutor subscribes to the DBS update service. Where this is the case and evidence is provided there will be no cost.

Use of close family members

Tutors who are close family members: father/mother, brother/sister, or grandparents need not be DBS checked but please still complete the above form. Other family members are not considered to be close family members and will need to be registered for the safeguarding checks using the above form.

Many thanks for your co-operation with this process. Child protection is the responsibility of all of us.

Yours sincerely,

David Rowe