

## Information Sheet No.22

# Tutor Programs

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Tutor programs in schools began in the 80s as extra-curricular music classes for children. They have grown over the past 20 years to incorporate a wide variety of activities and, in most cases, were handed over to the P&C to organize and administer. Some P&Cs have taken on considerable responsibilities in operating tutor programs. It is important to understand just what these responsibilities are and that these programs are not necessarily covered by the P&C insurance scheme. Programs that operate during school hours are the responsibility of the school even if the P&C agrees to assist in their operation.

**Only the Principal/School Board can hire out school facilities.** According to the School Management Manual, if school facilities are being hired out for these programs, a contract must be signed by both the person hiring out the facilities and the person using the facilities. The principal should sight the insurance documents \*, in particular a public liability cover of \$20m, carried by the tutor/instructor. Only qualified tutors/instructors should be employed and the risk factor for each activity must be properly assessed.

If the P&C pays the wages of the tutor/instructor (taking out tax, superannuation and workers compensation), it must understand all of the responsibilities involved and keep track of the programs/classes being run. Where a sub-committee organising tutor activities exists, such as Outside School Hours Care, the sub-committee should be reporting to the P&C on its activities and financial position regularly throughout the year. In these circumstances, the P&C insurance scheme allows the P&C to take out an additional public liability cover of \$10m which will indemnify the P&C for actions brought against it for negligence or contributory negligence.

**The principal should not assume that the P&C is able to take the responsibility for tutor programs. Council recommends that tutor programs should be structured as a private contract between the tutor and the parent, overseen by the school and only facilitated by the P&C. The tutor and the school are then responsible for seeing that there is appropriate insurance cover to protect against the cost of any claim which may arise from activities while using the school premises.**

\* A current Public Risk Insurance policy should include the name of the insured, the name of the insurer, the period of insurance, the policy number, the limit of indemnity/sum insured

### **Secondary College Community Programs**

Community programs in secondary colleges provide a range of recreational classes for the public, usually in the evenings during school terms or at weekends. These are often 'business enterprises'. Historically, these have operated under the auspices of the P&C association. College P&C associations should have a clear understanding of the way in which the community program is operated as the ultimate responsibility lies with them. ★