

Bexley and Bromley Shared Library Service

Tutors using the Library Service Policy

Tutoring is an activity that promotes the library's role as educational support for the local community. The use of library space is subject to availability and personal tutoring is encouraged within Bexley and Bromley libraries.

Bexley and Bromley libraries are committed to the Safeguarding and Welfare of all their visitors and for this purpose, their Councils request that all library users including personal tutors and their students, comply with the following guidelines.

Capacity

The designated children and young people's areas in each library vary in size, layout and capacity and can accommodate tutors and young people dependent on each individual library.

Tutors do not have automatic entitlement to designated study space nor can it be reserved in advance. Library staff can advise on quieter times when study space is more likely to be available. Some libraries do have rooms that can be hired- please ask at individual libraries for cost and availability

Safeguarding

Tutors and students must ensure professionalism at all times and library staff will report any concerns about inappropriate behaviours to the relevant professional safeguarding agency.

Parental Responsibility

Parents or guardians must have entered into an agreement with individual tutors in advance in order to have the child or young person privately tutored and make use of library facilities.

Bexley and Bromley Councils do not accept any responsibility or liability for the actions of or the suitability of the tutors. The safety of the child remains the responsibility of the child's Parent/Guardian throughout the time the child or vulnerable adult is on the library premises and/or in the care of the tutor.

Responsibility of the Tutor

Tutors will be responsible for the behaviour of the student whilst on library premises.

Use of Computers

The Tutor, and preferably the pupil, should be members of Bexley or Bromley Libraries in order to take advantage of computer and internet access. The tutor must stay with their pupil whilst using the computer.

Please be aware

The Library Service cannot guarantee the study space or the use of computers at any time of the day. Children's Libraries are not necessarily quiet places and many noisy activities take place during the day for under fives. At other times in the day there may be class visits from local schools or family learning sessions.

Libraries can offer

- Knowledgeable and helpful staff at all times
- Free computers with access to the Internet, Word and Excel packages (subject to availability)
- Study space (non reservable)
- A wide range of books and study materials for all ages and abilities
- Advice to tutors about quieter times to use the Library

Libraries cannot offer

- Pre-booked space, or dedicated desks. However, some libraries do have rooms that can be hired- please ask at individual libraries for cost and availability.
- Access to computers at busy times, although many libraries do offer WiFi.

We ask that all Tutors

- Become a member of Bexley or Bromley Libraries
- Do not use the library building as their main business premises.