

External Tutors Policy

This document sets out our policy and process around external tutors, for Farnham u3a.

In addition to activities organised by members for other members, specific groups of members can decide to engage self-employed external tutors who aren't members of u3a, for activities which members themselves don't have expertise to cover. There are no specific restrictions on which activities members could engage external tutors for.

Venues hired (and paid for) by u3a can be used for this purpose.

In such cases, the members involved will agree to pay the external tutor direct (and in advance) for any fees involved, without u3a being involved in the transaction. We have a separate policy on refunds for such activities: normally once a member has paid in advance for the term or half-term, they will keep their place even if they don't attend, and they won't be eligible for the fees to be refunded. It's important that this is clearly communicated to members who are interested in joining those groups.

There is no contractual or employment relationship between Farnham u3a or its Trustees and external tutors. Where external tutors are used, their contractual relationship is with the individual members of the group, not with u3a, the Trustees or the Group Contact. This is as recommended by the National Executive Committee of the Third Age Trust.

A group using an external tutor will generally appoint one member to act as a Group Contact. Supported by the Groups Team, the Group Contact will:

- Act as a communication point (between the u3a Committee / the Groups Team, the members of the group and the external tutor)
- Use Beacon to manage the group membership. Beacon must be used, to ensure we are compliant with data protection requirements, and external tutors are not allowed to have access to it because they are not u3a members.
- Introduce members to the external tutor, managing the numbers in the group and any waiting list in agreement with the tutor
- Ask the tutor periodically to provide evidence that they have any qualifications or professional memberships which are needed, plus professional indemnity insurance which is suitable for the activity and up to date.

External tutors must:

- Have suitable and valid professional liability insurance which covers the activities they are leading, and provide copies of this for the Group Contact and the Groups Team to keep on record in case of any queries.
- Have their own processes in place to ensure that the activity is appropriate for the members who want to join in, including relevant aspects of health and safety.

It's up to the external tutor to decide how they do this, but they may (for example) require members to sign a form and/or complete a self-assessment before joining classes, to ensure that the members know what to expect and to confirm they understand the arrangements they are entering into with the tutor.

If the external tutor asks another tutor to cover for them when they're not able to run the sessions, any substitute tutor must meet both of these requirements as well.

Owned by:	The Groups Team
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