

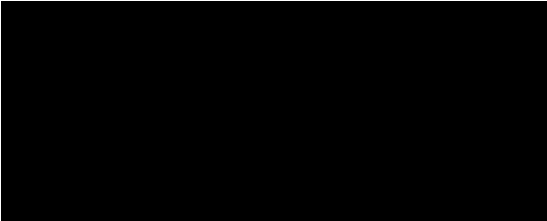
Policy No 04 - Paid Tutors Checklist

- 1) Have you checked that there is not a member in our U3A who can become a tutor?
- 2) Have you checked that there is not a member of a neighbouring U3A who could become a Tutor? (reasonable travelling expenses can be paid)
- 3) Is there a written agreement on file, that the tutor is self employed and responsible for their own tax and insurance?
- 4) The tutor is not paid if a session is cancelled?
- 5) Is the lesson content the sole responsibility of the tutor?
- 6) Is all equipment used in a session supplied by the tutor?
- 7) Is the tutor responsible for their own insurance? (U3A Public liability insurance does not cover non U3A Members)
- 8) Do you hold a copy of the tutor's current cover note? (must be checked periodically to ensure that cover is maintained)
- 9) Do you hold the National Insurance number on file?
- 10) Do you hold the Tutor's Unique Tax Reference Number in respect of self employment on File?
- 11) Do you have copies of certificates and professional qualifications on file?

If you answer no to any of the above questions you need to take action to rectify the situation If you have any doubts, a full assessment is available from HMRC at their website <http://www.hmrc.gov.uk/calcs/esi.htm>.

This is a free service if you are asked for money you will have logged onto a scam site

Date: 24 July 2018



Chairman West Wilts U3A