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Tutoring Locations Policy

READ Ottawa strongly encourages the use of public places and buildings when meeting or tutoring learners. This policy is based upon the following reasons:

1. **Commitment**: A fundamental requirement for successful tutoring is the motivation and commitment of the learner. Tutors risk reducing a learner's motivation and commitment by making "house calls." Meeting with a learner in public locations such as a public library will provide an appropriate learning environment and introduce the resources available to him/her.
2. **Distractions**: The atmosphere in which tutoring sessions are conducted is crucial to the learning process. A session held at the tutor's or learner's home is replete with preoccupations such as household needs and childcare, none of which promote a setting conducive to effective learning.
3. **Insurance and Personal Injury**: Public places such as libraries are fully insured in the event of any injuries sustained by either learner or tutor. In the event of any such injury, the tutor should report it to the authorities at the public place where it occurred and notify READ Ottawa. A simple fall on the property or a slip on a staircase can result in an injury-producing lawsuit. While most homeowners have insurance, READ Ottawa does not encourage litigation between tutors and learners for injuries sustained at either home.
4. **Individual Protection**: READ Ottawa cannot ensure the quality of the personal relationship that may develop between the tutor and learner. Sessions conducted in public facilities diminish the possibility of conflicts that may occur leading to allegations such as discrimination, sexual harassment, abuse, or theft.
5. **Privacy/Anonymity/Confidentiality**: All tutoring and information about your learner(s) should be kept confidential. Care should be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information. Documents containing confidential information can not be left in the open or inadvertently shared. Board members, tutors or learners must remain cautious and not share confidential information that is not germane to the tutoring experience. Consequently, all READ Ottawa participants are required to sign a READ Ottawa confidentiality policy acknowledgement.
6. **Virtual Learning via Zoom or other channels**: Virtual learning can be an option for tutoring if it is upon the learner's request and it is agreeable to the tutor. Careful consideration should be made for virtual learning as READ Ottawa prefers tutoring to occur in-person when possible.