**Before the session starts, make sure you:**

* Have **sent the log in details and any resources** for the session to your student/family.
* Have **used the bathroom** if needed!
* Are **ready and logged in to Zoom** 10 mins before the session start time.
* Have a **drink and tissues** to hand for the session ahead.
* Have **checked your working environment** is suitable for the session – confidential, no photographs, information displayed – change your ‘background’ on Zoom if you need to.
* Have **charged your laptop/computer** and have adequate power for the duration of your session.
* Have a **copy to hand of:**
	+ The original referral
	+ Risk Assessment and Policy for working online
	+ Safeguarding Policy and Safeguarding Record Form (just in case)
	+ Any resources you plan to use
* Have your **mobile phone** with you, on silent, and fully charged ready for use if needed.
* Are in **professional dress** and wearing your **ID badge**.
* Have ensured your face and upper body are **clearly visible** in the video frame.

**At the start of the session, make sure you:**

* (if first session) Go through the **Consent Form** (if working on the FIF-Xtra project) and ensure they understand, or the Agreement to Access Services form if you are working on all other interventions.
* (if first session) Explain **what to do if connection is lost** (this should be agreed in collaboration with a parent/carer if required).
* Have established that the **child/family’s environment is appropriate** for the session, that they are **dressed appropriately**, and (if under 18) that a **responsible adult is available**.
* Revisit/establish your **ground rules** for working and confidentiality/safeguarding.
* **‘Lock’ the session** to ensure no other users can try to join.

**At the end of the session, make sure you:**

* **Allow time** for an ‘ending’ where you can **‘check in’** and make sure the child/family are ‘ok’ before finishing the session.
* **Ensure all participants have left the session** before you close Zoom.
* Record your **register** and **send** to info@evolve-intervention.com
* Record your session notes on your **Intervention Log**.
* Send any **Safeguarding** Record forms you need to straight away.
* Schedule and distribute details to student/family for **the next session** (if you’ve not already done so).
* Take some time for **reflection**, perhaps keeping a reflective journal – this is good practice for self-development, self-care and referring back to in any supervision.

**Contact Details – Safeguarding:**

Designated Lead: Emma Prince e.prince@evolve-intervention.com 07712 412377

Deputy Designated Lead: Helen Prince h.prince@evolve-intervention.com 07891 104797

For Service Users whose address is in Essex (not Southend or Thurrock): Children and Families Services via Children and Families Hub for referral or for consultation, Monday – Thursday 08.45 – 17.30, and Friday 08.45 – 16.30 0345 603 7627 or Out of hours 0345 606 1212 or referral by the online portal [www.essexeffectivesupport.org.uk](http://www.essexeffectivesupport.org.uk)

For Service Users whose address is in Southend: Multi-Agency Safeguarding Hub (MASH): 01702 215007 or Out of hours: 0345 606 1212

For Service Users whose address is in Thurrock: MASH: 01375 652802 or Out of Hours: 01375 372468