**Evolve Intervention Tuition Tutor Checklist**

**Pre-intervention** – check you have been given the following:

* Information about student provided from referral
* Copy of school safeguarding policy provided (if intervention is taking place in school)
* Copy of Evolve Intervention safeguarding policy provided

**Start of intervention**

* Pre-intervention assessment undertaken during first session
* Student issued with Data Notice
* Student agreement to access services document signed
* Any necessary risk assessments of venue for tuition to be undertaken if needed

**During intervention**

* Progress in key areas of weakness monitored and recorded on Intervention Log
* Feedback given to referrer if requested

**End of intervention**

* End of intervention assessment undertaken
* Progress report sent to E Prince to check before sending to the referrer
* Copy of completed intervention log given to E Prince