

Requirements for Face-to-Face Tutors

Category: requirements | Required: Yes

Health, safety, and professional standards for in-person delivery.

Field	Value/Notes
Objectives	Enter SMART objectives
Resources	List links/files
Assessment	Quiz/Observation/Assignment
Follow-up	Homework/Next steps

Venue & Safety

- Risk-assess the space; ensure clear exits and first aid info.
- Suitable seating, lighting, and accessibility.
- Keep an incident log and report hazards to [Insert Role].

Materials & Readiness

- Bring printed resources or ensure device availability.
- Have a short no-tech backup plan.
- Marking tools, timers, and mini whiteboards ready.

Conduct & Safeguarding

- Maintain professional boundaries; avoid 1:1 in closed spaces.
- Record late arrivals, incidents, and concerns the same day.
- Follow local photo/recording policy.

Lesson Readiness Template

Session: _____ Date: _____ Group: _____

Objectives: _____

Key tasks: _____

Adjustments/SEN: _____

Resources: _____