# Requirements for Face‑to‑Face Tutors

Category: requirements | Required: Yes

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

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| Field | Value/Notes |
| Objectives |  |
| Resources |  |
| Assessment |  |
| Follow‑up |  |

## 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_