# Requirements for Home‑Based Tutors

Category: requirements | Required: Yes

Standards for tutoring from home, including space, privacy, and professionalism.

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

## Workspace Standards

• Quiet, tidy area; desk‑height seating; camera angle at eye level.

• Stable internet and adequate power; backup plan for outages.

• Keep learning materials organised and labelled.

## Safeguarding & Visitors

• Ensure a parent/carer is aware of session times and location.

• No unrelated visitors in the teaching area; follow lone‑working guidance.

• Follow photo/recording policy strictly.

## Professional Boundaries

• Use official channels for communication.

• Keep personal areas out of camera view.

• Log sessions and outcomes in the LMS the same day.

## Home Lesson Prep Template

Student: \_\_\_\_\_\_ Date: \_\_\_\_\_\_

Objective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tasks & Timing: \_\_\_\_\_\_\_\_\_\_\_\_\_

Materials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes/Follow‑up: \_\_\_\_\_\_\_\_\_\_\_