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

* Information about student provided from referral.
* Copy of school safeguarding policy (if intervention is taking place in school).
* Copy of Evolve Intervention safeguarding policy.
* If you require any resources (folders, pens etc) please let E Prince know at least two weeks before the start date.

**Start of intervention**

* Bring a copy of photographic ID, your staff badge and DBS certificate with you for the first session – arrive early to give enough time for the school/referrer to take a copy if needed.
* Ensure you have the contact details for the referrer, the school/venue phone number, the contact details for the ICT team at the school/venue (if using ICT facilities), emergency evacuation info with you (this can usually be obtained from Reception when you arrive) and contact details for the parent/carer if working remotely.
* Pre-intervention assessment undertaken during first session (subject specific if you are tutoring – for you to create) – templates for 1:1mentoring/coaching or group work will be available on MEGA or will be given to you.
* Student(s) issued with Data Notice.
* Student(s) agreement to access services document signed by them and returned to you.
* Any necessary risk assessments of venue for intervention to be undertaken if needed.

**During intervention**

* Key areas addressed, progress and other important info recorded on an Intervention Log for each session.
* Feedback given to referrer if requested/required.
* Interim report completed when 60% through total sessions and sent to E Prince who will send to referrers.

**End of intervention**

* End of intervention assessment completed by student(s)
* End of intervention report completed and sent to E Prince to check, who will then send to the referrer.
* Copy of completed intervention log and all signed forms given to E Prince.