**Evolve Intervention Group Work Checklist**

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

* Information about student(s) provided from referral
* Copy of school safeguarding policy provided (if intervention is taking place in school)
* Copy of Evolve Intervention safeguarding policy provided
* Initial risk assessment for the group work conducted and sent to you
* Timesheet template provided to you (if ‘zero hours’ staff)

**Start of intervention**

* Bring your DBS and Evolve Intervention staff ID badge with you to group work setting on first day early so copies can be taken by the setting
* All students issued with Data Notice
* Al students ‘agreement to access services’ document signed
* Any necessary risk assessments of venue for group work to be undertaken if needed
* All student ‘Pre-course evaluation’ completed

**During intervention**

* Always wear your ID badge
* Record of sessions kept on ‘Intervention Log’
* Feedback given to referrer if requested

**End of intervention**

* All students complete ‘Post-course evaluation’ and ‘feedback on service’ sheets
* Progress report sent to E Prince to check before sending to the referrer
* Copy of completed intervention log given to E Prince
* All student forms given to E Prince