WELLNESS EXPERTS | DELIVERY READINESS CHECKLIST

Check a school delivery scope

Clarify responsibility, suitability and terms before accepting a school engagement.

USE THIS RESOURCE

Use with the commissioning school and coordinator. It does not replace professional standards, registration requirements or local safeguarding procedures.

Resolve the essentials

1. Is the requested work within my competence and any relevant professional authorisation?
2. Who is commissioning the work and who is accountable at the school?
3. Are the beneficiaries and purpose clear?

Check before confirming

1. The activities, format, quantities and delivery dates are written down.
2. Appropriate school approvals and participation arrangements are in place.
3. Safeguarding, consent, information sharing and escalation routes fit the actual work.
4. Fees, preparation, travel, materials, follow-up and payment responsibility are agreed.
5. Any sponsor’s role is transparent and does not confer access to personal participant information.
6. Cancellation, rescheduling and unavailable capacity have an agreed response.

Your working notes

Keep this copy for your use. Do not add private cases to shared programme materials.

WELLNESS EXPERTS | CONTINUED

Check a school delivery scope

Keep roles distinct

State what the school retains, what the coordinator does and what you deliver. A teacher or volunteer is not automatically a clinical practitioner; a provider is not automatically the school's safeguarding lead. Avoid gaps created by assumptions.

Decide whether to proceed

Record unresolved dependencies. If a necessary condition cannot be met, revise the scope, defer it or decline the activity. Being listed or expressing interest does not require acceptance of an unsuitable engagement.

KEEP IN VIEW

Agreement on scope protects the school community and the practitioner. Availability should be confirmed before it is advertised.

One next step to take

Keep this copy for your use. Do not add private cases to shared programme materials.

Read this guide online

https://behindthemarks.org/resources/expert-scope-check

Programme enquiries: tapiwa@nojobsjustwork.com

Resources are free to use. An enquiry creates no obligation to purchase or participate. Keep personal cases out of programme enquiries.