

### **Expectations of tutors when visited:**

1. Check the ID of the visitor, even if it is someone you know.
2. Check the photograph and date on the badge.
3. Ask the visitor to sign in – they should sign in at reception/main entrance and in your classroom on your register. Your classroom door is the gateway to the learners so all visitors should be checked when they enter.
4. Introduce the visitor to the group and explain why they are there - put learners at ease and in the picture.
5. Have your register and course file including lesson plans, SOW, learner profile, etc available for scrutiny.
6. Ensure learners have their ILPs and that they contain up to date tutor feedback.
7. Contact KACL if you have any concerns or queries.