

Category	Safeguarding & Child Protection		
Document Name	One to One Working Policy		
Accountable Body	RADIUS Trust		
Reference	SC.P9	Date Approved/Reviewed	11 th December 2014
Version	2.3	Next Review Due	Autumn 15 Term

Related Documents

Document	Reference
Safeguarding & Child Protection Procedures	SC.P1.01

Reference Material

Guidance
Working Together to Safeguard Children March 2015
Keeping Children Safe in Education DfE September 2016
Local Safeguarding Children Board (LSCB) Child Protection procedures
National Minimum Care Standards for Residential Special Schools April 2015

Related Policies

Name	Reference
Safeguarding & Child Protection Policy	SC.P1

Policy Statement

RADIUS Trust recognises that it is an essential part of teaching and residential care that staff spend time alone with pupils. This may occur as part of a lesson, at a planned session with staff, during part of the daily routine or an impromptu meeting called by a member of staff or pupil to discuss an issue.

Pupils and staff have the right to hold private conversations with each other in a room alone and there may be a requirement for the door to be closed. The Staff member should ensure that they have a mobile telephone with them.

The Trust requires each school to ensure all employed staff and volunteers, especially those who are involved in one to one working, are provided with training and have a clear understanding of the protocol required for the protection of pupils and their own professional safety.

There may be occasions where managers will be required to undertake a risk assessment in relation to the specific nature and implications of one to one work. These assessments should take into account the individual needs of the pupil and the member of staff and any arrangements should be reviewed on a regular basis.

Meetings with pupils away from the school premises are not permitted unless approval is obtained from the parent/carer and the Headteacher/Principal or other appropriate manager with delegated authority.

Planned Sessions

Where the work is planned and/or circumstances allow:

- The session is to be held in a designated classroom or residential care room;
- The line manager is to be notified;
- A second member of staff is to be made aware and be available in the vicinity (as far as possible), should the pupil or staff require assistance;
- A record of the meeting must be written in the pupil's individual educational records or care file.

The safeguard for both pupils and staff in these circumstances is that the meeting is planned and appropriate staff informed.

Unplanned Sessions

Where the meeting is unplanned or conducted outside the classroom or residential care room:

- The line manager is to be notified as soon as practicable;
- A detailed record of the meeting is to be written in the pupil's individual educational records or care file.

Additional Guidance for Support Staff

The Trust requires each school to ensure support staff are familiar with this policy and are trained on specific protocols. There is a greater risk for support staff due to the nature of the duties involved and the level of training and knowledge.

On no account must support staff work unaccompanied in areas where pupils are present. If a support staff member is placed in this situation they are expected to immediately contact their supervisor or a manager for advice.

There may be situations where support staff are approached and engaged in conversations with pupils. This is permissible and provides a system of support, education and development for pupils; however the need to safeguard pupils and staff requires that these interactions are recorded if they occur in isolation. To safeguard staff and pupils such events should be reported to the supervisor and recorded in pupil's individual educational records or care file.