



At St Mary's we champion every child to be the **best that they can be**. Our knowledge-led curriculum therefore endeavours to develop our children's **character**, **core skills**, **creativity** and sense of **community**.

Supported by our school's vision, ethos and position as a junior school, we believe that our specialist knowledge of the Key Stage 2 age range ensures **improving outcomes, opportunities and experiences for all our children**. To achieve this, we are aspirational for our pupils, instilling high expectations, the passion, perseverance and stamina to succeed.

One-to-One and Lone Working with Children Policy & Guidance

Ely St Mary's C of E Junior School

Written/reviewed by:	Rebecca Gilpin-Davies	Date: 4 th April 2023
Next review due by:	September 2026	
Related Documents:	In addition, please see: - Safeguarding policy - Demat Code of Conduct for all adults - Keeping Children Safe in Education (KCSIE) - Working Together to Safeguard Children (HM Government) - Personal Devices Policy - Online Safety Policy - Visitors' Policy	
Approved/Ratified by	8 th June 2023	

1. Purpose

One-to-one situations, or situations where an adult is working alone with a group of children, have the potential to make children more vulnerable to harm by those who seek to exploit their position of trust. Adults working alone with pupils may also be more vulnerable to unjust or unfounded allegations being made against them. Adults must recognise this possibility and ensure that every attempt is made to ensure that the safety and security needs of both adults and pupils are met.

This policy cannot provide an exhaustive list of what is, or is not, appropriate behaviour for adults. There will be occasions and circumstances in which adults have to make decisions or take action in the best interests of pupils where no specific guidance has been given. Adults are expected to make responsible and informed judgements about their own behaviour in order to secure the best interests and welfare of pupils.

2. Aims

- To safeguard pupils from harm
- To safeguard adults from being maliciously, falsely or mistakenly suspected or accused of misconduct in relation to pupils.

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3. Planning for one-to-one or lone working sessions

When planning for and preparing to lead a one-to-one or lone working session, you should:

- a) Choose a suitable venue for working one-to-one or with a group on your own. This needs to be somewhere which is safe for both the pupil(s) and you as an adult.
 - Work in a room that has windows and make sure curtains are open.
 - Keep any doors to the room open. If you must close the door for privacy, make sure it is kept unlocked.
 - Make sure you can always access a working phone in case of emergency.
 - Choose somewhere easily accessible for the pupil(s) and yourself.
 - Only drive a pupil(s) in your car if you have both a second adult present and business insurance (as well as the appropriate booster seat if required).
- b) Be prepared for emergencies:
 - Think about what you will do if you need extra support (for example if a pupil is ill, injured or needs to go to the bathroom.)
 - If you are working more than a 5-minute walk away from the classroom, take pupils' medication and a first aid kit with you.
- c) Communicate with other staff:
 - Before a one-to-one or lone working session, make sure that another adult in school knows where you will be and what time the session is due to finish.

4. Assessing Risks

When you are leading a one-to-one session or are lone working with a group, you must consider:

- the type of activity
- the behaviour and abilities of the pupil(s). This means making familiarising yourself with Assess, Plan, Do, Review (APDR) records for the pupils you work with.
- any special medical needs
- the suitability of the location
- the location of fire exits and evacuation points.

Any concerns about the suitability of the venue and safety of the pupils and adults involved should be raised with a member of SLT before any sessions commence.

5. Effective one-to-one or lone working practice

a) Communication

- Set appropriate boundaries and do not be overly familiar with children and young people.
- Never make inappropriate jokes or comments to or around children. Also be mindful of any comments which may be misinterpreted.

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- Never give children your personal contact details. If you need to arrange meeting times, do this via the child's parents or carers.
- Don't add, follow or interact with children or young people on your personal social media account.
- Continue to communicate and manage pupil behaviour in line with the school's behaviour policy and guidance and STEPS training.

b) Emergencies

Onsite

- Continue to follow school protocols for evacuation and invacuation – where it is safe to do so and does not require going outside, 1:1 and groups should return to their classroom.
- Be aware of where there is a working phone. If there is not going to be one in your vicinity, request a walkie talky or review your planned location. Personal mobile phones are not permitted to be used in front of children, unless there is an emergency and no other means of communication available. (See Personal Devices Policy)

Offsite

- It is important that you have the contact details for children and young people's parents or carers and that they have yours in case of emergency (ensuring these are securely stored/ disposed of in line with GDPR guidance).
- You should establish safe routines and expectations where the children know what to do and who to contact in an emergency.

c) Lone working unexpectedly

It is best practice for there to be more than one adult present when working or volunteering with children and young people. There may be some situations where you are working alone with children and young people unexpectedly. If this happens, you should:

- Make sure you are somewhere with the child where other people can see and hear you.
- Tell another adult that you are alone with a child or children.
- If you feel that the unexpected 1:1/ lone working moment has placed you in a vulnerable position (near-miss), please log this on a low-level concern form and pass to the Headteacher.

6. On-line Sessions

If you are hosting an online session with pupils, you still need to take safeguarding measures, just as if you were meeting with a child face-to-face.

- Ensure another colleague is aware of the call taking place, and where possible is in earshot for the duration.
- Make sure you are in a suitable location. This includes checking that nothing personal or inappropriate can be seen or heard on screen.
- It is best practice to ask children to be in a common space during an online session, rather than a personal space.

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- Ask parents and carers to be within earshot of the session so that the child is not completely alone with you.
- Should you feel actions taken during the call place you or the children in a vulnerable position, be prepared to end the call (immediately removing the risk continuing) and log any safeguarding concerns in line with school policy.

7. Volunteers and lone working

If volunteers are going to be working alone with children or young people, whether online or face-to-face, they must have gone through the appropriate **enhanced** criminal records and barring checks (See Visitors' Policy and recruitment procedures).

Even where volunteers have had the enhanced recruitment checks, it is best practice to ensure they are accompanied and/or working in a communal space.