



One to One Working

Situations of one-to-one working between staff & students are sometimes appropriate, depending on your role within the education setting, e.g. finishing work after class, support for vulnerable children and young people, disciplinary situations, etc.

However one-to-one working should only take place with the explicit agreement of your Head Teacher, Principal or Senior Manager and the mothers, fathers, or carers of the child or young person, as appropriate.

Before this situation arises, adults **must** be given appropriate 'Safeguarding Induction' about:

- Safeguarding children and young people
- The use of any areas of the workplace which may place themselves or children/young people in vulnerable situations.

All reasonable and sensible precautions must be taken to ensure the safety and security of both the child or young person and the adult.

If one-to-one contact is appropriate and/or necessary then the setting is responsible for assessing any risk the situation presents and judge how best to avoid or minimise it. This risk assessment should be reviewed regularly.

If the risk is viewed as unacceptable then staff and students should not be put in that position.

Staff involved in one to one working should:

- Ensure a risk assessment has been completed and that safeguards are in place
- Inform someone about the activity, location, & likely duration & when it has ended
- Avoid working in isolated parts of the building, and leave the door ajar if possible so you and the child can be seen or use a room with visibility through a window or door panel
- Where this is not possible then alternative safeguards should be put in place
- Consider issues of gender, religion and cultural issues for the child/young person

It is important to ensure that the child or young person feels at ease at all times and that they do not misconstrue people's actions or intentions:

- Make sure the child or young person is comfortable with the arrangement, e.g. environment, gender or cultural issues about the supervising adult, etc.
- Avoid unnecessary physical contact, e.g. sitting too close
- Any incidents of distress, anger or other concerns which arise during a one-to-one activity should be reported to a member of the senior leadership or management team **immediately**
- All incidents should be followed up with a detailed written report including names, dates, and times etc.

Volunteers who are left unsupervised with students are considered to be in 'regulated activity' and would need appropriate DBS and other checks before this happens.

If a volunteer is to work alone with a student this must be agreed with a senior manager, the student and the parents or carers beforehand.

Useful web resources:

- [Keeping Children Safe in education, DFE 2016](#)

Related policies can be found on the Safeguarding Sheffield Children website, schools and other education settings section, [policies and procedures](#):

- **Behaviour guidelines for staff & volunteers, Sept 16**
- **Allegations of Abuse against Teachers and Staff in Education, Sept 16**
- **Recording & File Transfer, Sept 16**
- **Personal Care, Sept 16**
- **Transporting Pupils, Sept 16**
- **New Staff, Governors and Volunteers, Sept 16**