

Holy Trinity Primary School, A Church of England Academy

One to One Situations

Introduction

Staff working in one to one situations with children and young people may be more vulnerable to allegations.

Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and pupils are met.

Pre-arranged meetings with pupils away from the school premises should not be permitted unless approval is obtained from their parent and the head teacher or other senior colleague with delegated authority.

Aim

To ensure the safety and security of both staff and pupils.

Implementation

To support pupil learning and emotional development it is necessary for staff to meet with children in one to one situations. The following must be adhered to:

- Adults must avoid meetings with pupils in remote, secluded areas of school;
- Visual access and/or an open door for all one to one situations;
- Inform other staff of the meeting beforehand, assessing the need to have them present or close by;
- Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy;
- Always report any situation where a child becomes distressed or angry to a senior colleague;
- Consider the needs and circumstances of the child/children involved.

Equal Opportunities

This policy has been assessed for Equality Impact Assessment and has low priority. September 2012

See Intimate Care Policy for information about children who have medical needs.

Monitoring & Evaluation

This policy will be monitored by the Headteacher and a record will be held of any situations where a child has become distressed or angry working in a one to one situation. This will be reported to Governors each term.

Policy Written: September 2012

Policy reviewed: September 2016

Policy to be reviewed: September 2018

Policy approved by Governors