

Situations where a staff member & a student work alone together are sometimes appropriate, e.g. finishing work after class, teaching a music lesson, support for vulnerable children and young people, disciplinary situations.

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

As soon as they begin working at your setting, staff 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 or 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 written down, available and 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 that a risk assessment has been completed and that safeguards are in place
- Ensure that all risk assessments are reviewed regularly
- Inform your line manager or office staff about the activity, location, likely duration & when it has ended
- Avoid working in isolated parts of the building
- Leave the door ajar if possible so you and the student can be seen
- 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 gender, religion and cultural issues for you and for the student

## Volunteers:

If a volunteer is left unsupervised with children & young people they are in 'regulated activity'.

People in 'regulated activity' must have a DBS and other checks before this work starts.

If a volunteer is to work alone with a child or young person they must have the above checks first and this must be agreed with a senior manager, the student and the parents or carers beforehand.

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

- Ensure student is comfortable, taking into account their environment, gender, religious or cultural issues
- Avoid unnecessary physical contact, e.g. sitting too close

Incidents of distress, anger or other concerns should be reported to a member of the senior leadership or management team **immediately**:

- If 'low-level', follow up with a detailed written report including names, dates, and times etc.
- Any concerns that an adult in your setting may have harmed or committed a criminal offence against a student, you **must** tell your Head Teacher immediately & they will ring the **Local Authority Designated Officer (LADO)** before an investigation is started, **tel. 0114 2734850**

## Useful resources:

- [Keeping Children Safe in education, DFE 2020](#)

**Related [education policies & procedures](#) on the [Safeguarding Sheffield Children website](#), include:**

- Behaviour guidelines for staff & volunteers
- Allegations of Abuse against Staff in Education Settings
- Safeguarding Files & Access Requests

**Related [education guidance](#) on the [Safeguarding Sheffield Children website](#), includes:**

- Personal Care, Showers & Changing Rooms
- Transporting Pupils
- New Staff, Governors and Volunteers