

Wicklewood School

One to One working

In normal circumstances, adults should avoid situations where they are working in a room alone with one child. This is for the protection of adult volunteers or staff against unfounded allegations.

If they need to be working one to one, usually it should be ensured that the door to the room remains open or another adult is also in the room.

However, there are circumstances where the need for quiet and the absence of interruption is essential for the one to one task being worked on. For example, individual phonics-work, as part of a set programme. Whenever possible, these sessions should take place in the meeting room or another room that has clear visual access.

If it is necessary to use the library, then the following safeguarding measures should be observed:

- Assess the individual child concerned – if there is any doubt then do not use the library
- If possible sit near the window
- Ensure that there is suitable distance between the adult and child
- Make sure that another adult knows the session is happening and what the start and finish times are
- If possible, ask another adult to pop in randomly during the sessions
- Always report, immediately, any incident during the session that could be misconstrued.

20.1.14

Reviewed 10th February 2016