

## One to One Working

**Situations of one-to-one working between members of staff and children should be avoided as far as is reasonably possible within an education environment, depending on the type of support and education you provide.**

This decreases chances of harm to children, and prevents employees from being made vulnerable to allegations which may be difficult to refute.

Establishing clear limits and boundaries is vital to manage routines, protecting children and supporting the adults who provide their education and care.

If one-on-one contact is appropriate, then it is important to assess any risk the situation presents and judge how best to avoid or minimise it.

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

**If you are involved in one to one working, you should do the following:**

- Inform someone about the activity, the location, the likely duration and let them know when it has ended
- Avoid working in isolated parts of the building, and leave the door open if possible so you and the child can be seen
- Where this is not possible (when carrying out IEP work, for instance) then alternative safeguards should be put in place. This might include a location in which the staff member and child are visible through a window or door panel.

**It is especially important to ensure that the child feels at ease at all times and that they do not misconstrue actions or intentions.**

- Make sure the child is comfortable with the arrangement
- Avoid unnecessary physical contact, i.e. sitting too close
- Any incident of concern which arises during a one to one activity should be reported to a member of the management team immediately, along with a detailed written report including names dates and times etc.

### Useful web links/resources:

- **Allegations of abuse against staff and volunteers**  
Oxfordshire Safeguarding Children Board  
[www.oscb.org.uk](http://www.oscb.org.uk)