

School Policy on One to One Working

Name of school: The Grange School

Date of Policy: 17th November 2011

Member(s) of staff

Responsible: Mrs J M Thomas

Review Date: November 2013

Staff occasionally need to work with students on a one-to-one basis and there are real concerns about possible outcomes that may arise from such a situation.

This policy is designed to address those concerns and attempts to provide a common sense framework. The policy cannot be entirely prescriptive and is not designed to provide solutions to all scenarios but there are some useful general guidelines:

- staff should consider their own safety and assess the risk implications of each situation, included the chance of aggression or the risk of accusations (without a witness present)
- a senior member of staff should be made aware of a working alone situation
- consider the work area very carefully and choose one near or in a an area frequented by other adults or that has an internal window or CCTV camera
- leave the room door open
- consider communications in the event of an emergency
- respect personal space
- avoid confrontation
- take assertive action if danger occurs, eg shout for help

Signed... I Walshaw..... on behalf of the Governing Body

Date.....17.11.11.....

Signed...J M Thomas on behalf of the School

Date.....17.11.11.....