



Be part of the family

# The Regis Academy

Version 1.0

---

## Lone Working

<b>Date</b>	<b>September 2021</b>
<b>Date of Review</b>	<b>August 2022</b>
<b>Approved By</b>	<b>A Pincher</b>

## **Policy Statement**

The Regis Academy recognise that staff may work alone, on a one-to-one basis with a child or young person as part of their work. This may occur as a regular part of an employee's working practice or may occur on an occasional basis. In either situation, it will arise from the understanding that this is the most appropriate and effective way of working with a particular child or young person. The safety of children, young people and workers is paramount and The Regis Academy are committed to minimising the risk of lone working for its employees.

## **Procedures**

When meeting alone with children or young people, the following procedures should be adhered to.

- Staff working with children and young people must have a current Enhanced DBS check.
- Any staff members conducting lone working and their line manager must be familiar with their local safeguarding and child protection policy and the local Safeguarding Children's Board guidance for managing safeguarding concerns.
- Staff members must ensure from the outset that the child or young person understands that their meetings are confidential, but there are limits to confidentiality in line with safeguarding practice. Staff members should never agree to keep 'secrets' and must ensure that children and young people understand this position.
- Staff members must ensure, from the outset of the work, that the child or young person understands the boundaries of what the member of staff at The Regis Academy can offer and what they can't offer. The child or young person should know that support may be time-limited and will cover specific matters relating to the child or young person's needs. The child or young person should be supported to access other services to meet other additional needs.

The Regis Academy will have emergency contact details before the meeting starts. This information needs to be stored securely and the child or young person must understand that this information will only be used in case of emergency.

- Children and young people should be seen when other members of staff are at hand, in the same building.
- Another member of staff, in the same building, should be identified and informed that the meeting is taking place. The location, time and expected length of the meeting should be recorded in a central place, for example, a team whiteboard, signing in book or electronic calendar.
- The staff member should not physically touch the child or young person.

- In some exceptional circumstances, such as a child or young person with a visual impairment needing guidance, or a child or young person needing support to walk (linking arms, for example), a staff member may need to touch the child or young person to support them appropriately. In these circumstances, the child or young person should always initiate touch, although this can be suggested by offering your arm to support them or asking them if it alright to guide them. If you need to touch the child or young person, then touch their hands, arms or shoulders only.
- Staff members must be mindful of maintaining professional boundaries with the child or young person. They should not share unnecessary details about their personal lives and should not seek unnecessary details of the child or young person's personal life. The staff member should not give gifts to the child or young person, unless it's part of a reward and incentive programme as part of the sessions e.g. improved attendance. Staff members should use their professional judgement with regard to accept gifts from children and young people. A parting gift from a young person may be acceptable, but regular gifts may compromise impartiality. Staff members should consult with their line managers, if they are unsure and declare any gifts they receive.
- Staff members should not have contact with children or young people outside of work. This includes contact via social media. If a child or young person initiates contact outside of the Regis Academy, it should be explained to them that this is not allowed, the staff member must inform their line manager.
- If, during the course of your work, concerns are raised that the child or young person may present a risk to others, then the child or young person should be asked for permission to speak to someone who knows them well in order to better understand their support needs. The nominated person should be asked to clarify if there are any risks or concerns related to seeing the child or young person alone. Explore the options and make best endeavours to resolve how best to support and work with the child or young person safely. If necessary, the child or young person can be seen with another colleague or professional present.
- If you have explored all the options and attempted to be as flexible as possible without finding a safe solution, then consider contact via email or phone. If the child or young person refuses permission for a nominated person to be contacted and there is a reasonable cause for concern, then the Regis Academy should make a decision based on professional judgement of whether one to one mentoring should be refused.