



## One to one working

It is generally considered best practice to have at least two adults present when working with children and young people. However, with SEN/SEMH students and alternative provision this is not always possible. With counselling / therapy this will not be possible. Nevertheless, it is vital to make sure children and young people, as well as the session leader and any staff and volunteers are safe during a session. All parties need to be clear about professional boundaries and appropriate behaviour, to avoid any potential misunderstandings or allegations. This includes making sure all feasible steps are taken to mitigate any risks to children and The Orchard during sessions.

This guidance lays out those steps.

***The Orchard, and any staff or volunteers are responsible for:***

- Agreeing any expectations with parents and carers before the sessions begins.
- Ensuring all registration paperwork has been completed prior to sessions commencing.
- Explaining what activities will take place during sessions and what the session will cover.
- Agreeing where sessions will take place.
- Establishing where parents or carers will be during the session.
- Establishing whether there is any extra support the child needs, for example if they have a special educational need or disability (SEND) or additional needs.
- Explaining safeguarding and child protection policies and procedures (and providing a copy of The Orchard's safeguarding policy).
- Explaining who The Orchard will share information with, and when it may not be possible to keep information confidential.
- Letting the child, and parent or carer know what they can do if they have any concerns about the sessions.
- If delivering sessions online, that there is a neutral background with no offensive material visible.

- Ensuring that if a computer is used during sessions, only relevant and appropriate material is visible to the child at any time.
- Maintaining a professional relationship and presentation (for example by dressing appropriately for work).
- Updating parents and carers on how the session went.
- Inviting parents and carers to sit in on the session (where appropriate).

***Parents and carers are responsible for:***

- Ensuring all registration paperwork has been completed prior to sessions commencing.
- Agreeing where and when sessions will take place.
- Disclosing whether or not there is any extra support the child needs, for example if they have a special educational need or disability (SEND) or additional needs.