

iWYYS

It's What You Say

CR.eATIVE Education Provision

**IWYS Alternative
Provision
Working Alone with
Children
Policy**

Working Alone with Children Policy

Purpose

The purpose of this policy is to ensure the safety and wellbeing of both students and staff members at IWYS Alternative Provision when situations arise where a staff member may need to work alone with a child.

Scope

This policy applies to all staff members, including teaching and non-teaching staff, volunteers, and contractors who might be in situations where they are alone with children.

Policy Statement

We are committed to ensuring the safety of children and staff. No staff member should be left alone with a child unless absolutely necessary and authorised under this policy.

Procedures

1. Risk Assessment

- Conduct a risk assessment to identify potential risks associated with working alone with children.
- Review risk assessments regularly and update them when necessary.

2. Authorisation

- Staff must obtain prior approval from the Proprietor or designated safeguarding lead before working alone with a child.
- Record all instances where staff are authorised to work alone with a child.

3. Safe Environment

- Ensure that the environment is safe and conducive to the activity being undertaken.
- Keep doors open or work in rooms with visibility from outside, where possible.
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4. Communication

- Inform another staff member when you will be working alone with a child.
- Use school communication systems to keep in touch if necessary.

5. Training

- Provide regular training for staff on safeguarding and child protection, emphasising the risks and procedures of working alone with children.

6. Reporting

- Report any concerns or incidents immediately to the designated safeguarding lead.
- Keep a written record of all incidents, including date, time, and details of the incident.

Responsibilities

- **Principal/Designated Safeguarding Lead:** Ensure the policy is implemented and adhered to.
- **Staff Members:** Follow the procedures and report any concerns.
- **Students:** Understand the importance of this policy for their safety.

Review

This policy will be reviewed annually or as needed, to ensure it remains relevant and effective.

Reviewed	January 2025
Authorised by	Charmaine Baines
Next Review	Annually – January 2026