

Queen's Park Trust

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Safeguarding one-to-one Situational Working

This policy applies to all Trust colleagues, including recruitment agency staff, volunteers and external partners. This policy seeks to provide staff with the confidence to work in one-to-one situations through an awareness of risk and measures which can be undertaken to keeping children, young people, adults at risk and the individual staff member/volunteer safe. This can be considered as best practice across all Foundation settings/activities and events.

Whilst working with or on behalf of children, young people and adults at risk Queen's Park Trust staff/volunteers should consider one-to-one situations, and the potential risk this can bring. It is not realistic to state that one-to-one situations should never take place. It is, however, appropriate to state that where there is a need, agreed with the committee and/or parents/carers, for an adult to be alone with a child/young person or adult at risk, certain procedures and explicit safeguards must be in place.

One-to-one situations have the potential to make child/young person or adult at risk more vulnerable to harm by those who seek to exploit their position of trust. Staff/volunteers working in one-to-one settings with children, young people and adults at risk may also be more vulnerable to unjust or unfounded allegations being made against them.

Both possibilities should be recognised so that when one-to-one situations are unavoidable, reasonable and sensible precautions are taken. Every attempt should be made to ensure the safety and security of children, young people, adults at risk and the staff/volunteers who work with them. There are occasions where managers will need to undertake a risk assessment in relation to the specific nature and implications of one-to-one work. These assessments should consider the individual needs of the child/young person/adult at risk and the individual staff member/volunteer, and any arrangements should be reviewed on a regular basis.

Meetings with children, young people and adults at risk outside agreed working arrangements should not take place without the agreement of senior officers and parents or carers. This means that staff/volunteers should:

- Ensure that when one-to-one working is an integral part of their role, full and appropriate risk assessments have been conducted and agreed.
- Avoid meetings with a child/young person and adult at risk in remote, secluded areas, including on in an online setting.
- Always inform other colleagues and/or parents/carers about the contact(s) beforehand, assessing the need to have them present or close by.
- Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- Always report any situation where a child, young person or adult at risk becomes distressed or angry to a designated safeguarding officer
- Carefully consider the needs and circumstances of the child/young person/ adult at risk when in one-to-one situations.
- Raise any concerns about your own safeguarding, including possible attachment concerns.

Key Guidelines

Below are some tips to help staff should they work in a one-to-one situation.

- Be aware of your exit strategy.
- Ensure you are aware if the individual you are working with has triggers and requires a risk assessment.
- Ensure you consider where assistance could be found if you have a concern
- If your meeting will overrun, ensure you have informed a senior officer in writing
- Are you aware of how to position yourself to reduce the risk of situation confusion?

Queen's Park Designated Safeguarding Officer is Lydia Abou-Jaib

Officer Roles at Queen's Park Trust are:

CEO, Clerk, Chair, Trustees

Approval and review

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