

Loreto Sisters

Guidance on One to One Contact with Children

In general, Loreto activities should not involve one-to-one contact, and should usually be supervised by at least two adults. However, there may be two circumstances where this may occur.

In a reactive situation, for example, when a young person requests a one to one meeting with you without warning, or where a young person has had to be removed from a group as part of a code of behaviour.

As part of a planned and structured piece of work (for example, one to one music tuition).

The points below provide some guidance in relation to these situations.

Reactive situations:

- If you need to talk to a young person alone, try to do so in an open environment, in view of others.
- If this is not possible, try to meet in rooms with visual access, or with the door open, or in a room or area where other people are nearby.
- You should advise another adult that such a meeting is taking place and the reason for it.
- A record should be kept of these meetings – including names, dates, times, location, reason for the meeting and outcome – and stored appropriately and securely.
- Avoid meetings with individual children where they are on their own in a building.
- One to one meetings should take place at an appropriate time, e.g. not late at night, and in an appropriate venue.

Planned and structured pieces of work:

- The particular activity should have a clear rationale and aims for involving one to one work.
- Parents/guardians must be fully informed as to the nature and purpose of this work, and must give written consent.
- A clear code of behaviour must be agreed and adhered to by both parties. This should include limits of confidentiality and safeguarding procedures.



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