

One-to-One Prevention Policy for Tiny World Baby Sensory Class

Purpose

This policy outlines measures to ensure a safe, transparent, and protective environment during baby sensory classes, specifically addressing one-to-one interactions between staff, volunteers, and attendees. It aims to safeguard children, parents/carers, and staff from potential harm or allegations.

Policy Statement

Tiny World Baby Sensory is committed to ensuring that all interactions within our baby sensory classes are conducted in an open, safe, and professional manner. One-to-one interactions between staff and children are strongly discouraged unless absolutely necessary, and safeguards must be in place to protect all parties involved.

Key Principles

1. **Open and Visible Spaces:** All activities and interactions will take place in open, visible areas where others are present.
2. **Parental Supervision:** Parents/carers are responsible for their child's direct supervision and should be present at all times.
3. **Minimizing Risk:** Staff will avoid being alone with a child wherever possible.

Scope

This policy applies to:

- All staff and volunteers involved in delivering sensory classes.
- Parents and carers attending sessions.
- Visitors and third-party providers participating in sessions.

Guidelines for Preventing One-to-One Situations

Supervision Standards:

- Parents/carers are required to remain with their child throughout the session.
- Staff should ensure that activities are conducted in group settings to reduce the need for individual attention.

Open and Accessible Environments:

- All interactions should occur in spaces where other staff, parents, or carers are present and can observe.
- Doors to any enclosed spaces must remain open during sessions.

Assistance with Children:

- If a child requires additional help (e.g., feeding, nappy changes, or medical support), it is the parent/carer's responsibility to provide it.
- Staff should only assist a child if it is an emergency and no parent/carer is available, and such actions should be documented and reported to the Designated Safeguarding Lead (DSL).

Prohibited Behaviors

- Staff or volunteers must not take a child to a private or enclosed space without another adult present.
- Staff must not arrange to meet children or families outside of class activities without prior approval from Tiny World Baby Sensory
- Personal contact details must not be exchanged between staff and attendees.

Responding to Exceptions

In rare cases where a one-to-one interaction is unavoidable:

1. **Inform Another Adult:** Notify another staff member, volunteer, or the DSL of the situation.
2. **Maintain Visibility:** Ensure the interaction takes place in a visible and open space.
3. **Document the Interaction:** Record the details of the interaction, including time, place, and reason, and report to the DSL.

Responsibilities

Staff and Volunteers:

- Adhere to the guidelines and maintain professional boundaries at all times.
- Avoid situations where one-to-one interaction with a child is necessary unless in an emergency.
- Report any incidents or concerns to the DSL immediately.

Parents/Carers:

- Supervise their child at all times during the session.
- Ensure staff are aware of any specific needs their child may have.
- Report any concerns about staff behavior to the DSL.

Designated Safeguarding Lead (DSL):

- Monitor compliance with this policy.
- Address and investigate any concerns or breaches of the policy.
- Liaise with external safeguarding authorities if necessary.

Reporting and Record-Keeping

- All incidents involving one-to-one interactions must be documented in an incident report form and reviewed by the DSL.
- Concerns or complaints will be addressed promptly and transparently, following safeguarding procedures.

Policy Review

This policy will be reviewed annually or sooner if required by changes in legislation or operational needs.

Date of Implementation: 01-01-2025

Next Review Date: 01-01-2026

Approved by: Jane Wheelan, Designated Safeguarding Lead

This policy ensures a safe environment for all participants while fostering trust, transparency, and professionalism in our baby sensory classes.