

## Appendix 6: Guidance for 1:1 Sessions Online

Due to a 3 schools within the trust having Special Needs Units, it may be required for a remote call to happen between a child and a member of staff to support e.g. to support a child's wellbeing or to ensure a child's EHC plan can be met. EHPC requirements are statutory during the current lockdown. Many of our pupils are on part-time timetables

### Part One: Local Authority Guidance

#### Safeguarding and Remote Learning: Guidance for Schools Northamptonshire County Council

Published January 2021

All education settings should continue to operate in line with Keeping Children Safe in Education (2020) and Working Together to Safeguard Children (2018).

#### Recommendations for 1:1 sessions between member of staff and child

**Schools should avoid 1:1 sessions between children and staff where possible**, however, Safeguarding and remote education during coronavirus (COVID-19) states 'Schools might want to consider whether one-to-one sessions could be appropriate in some circumstances. For example, to provide pastoral care or provide support for pupils with special educational needs and disabilities.'

If a school decides it is appropriate and necessary to facilitate 1:1 sessions, to reduce risks:

- If a session does not require confidentiality e.g. for tuition, two adults should be present if possible. For example, a member of staff could be on site with another member of staff present in the room. The 2nd member of staff does not have to be involved in the session, but children should be made aware they are present. Alternatively, a parent/carer could remain in the room with the child whilst the session takes place.
- This will not be possible in all circumstances, or if particularly sensitive conversations (for example to provide pastoral care, counselling etc.) are taking place.

If this is the case, the session should:

- be risk assessed and approved by SLT.
- be auditable e.g. the member of staff logs time, date and attendance.
- Only take place using school provided equipment, platforms and accounts.
- Only take place when the member of staff is on-site, unless it is an emergency situation.

### Part Two: NPAT Specific Guidance

These expectations are to be followed in conjunction of the NPAT Virtual Guidance and its associated appendices. All staff need to have read and signed to say they have understood all of the documents listed below:

- NPAT Virtual Guidance
- Appendix 1: Live Expectations for Parents
- Appendix 5: Virtual Guidance when one adult is present

#### Further NPAT Expectations for 1:1 Remote Calls:

- Schools must complete a risk assessment for 1:1 calls and ensure all staff are clear of procedures within it (please contact the central team for support if you require it)
- All sessions are to be recorded and stored for 20 days
- All sessions must have a clear outcome, when 1:1 it should be linked to pastoral care/meeting the needs of EHC plans rather than 'teaching' sessions which can be done with groups of children

- DSLs and SLT must have a timetable so they are aware of all calls that are taking place prior to them occurring
- All sessions to take place on school approved platforms and on school devices
- All staff running sessions must have regular meetings with their line manager/class teacher to update the purpose/content of the meetings that have happened and that are planned for the future
- A DSL and/or a member of SLT is to have an invitation to all 1:1 meetings so they are able to enter the call at any time
- If the member of staff has any concerns they are to end the call immediately and inform the DSL