# Working One To One With Student Policy

## Purpose

The purpose of this policy is to set direction for the management and implementation of safeguards of Dublin & Dun Laoghaire Education Training Board (DDLETB) Youthreach centres when working one to one with students. When one to one situations arise, it is important that policies, procedures and guidelines are in place in accordance with legislation for the protection of students and staff when in a centre and out with (trips etc.).

DDLETB Youthreach has developed this policy to clarify how best to approach situations that arise when staff find themselves in one to one situations with students. Staff and students need to be aware of this policy, Child Protection Guidelines, Child Safeguarding Statement (displayed in centre) to ensure that all laws, professional expectations and DDLETB policies are in force in these situations.

There is a clear moral and legal responsibility on the part of all staff working in this Youthreach centre to ensure that every young person participating in the service of the organisation has a fundamental right to a safe environment in which he/she is protected, free from any form of harm, abuse or neglect. All staff, students, parents/guardians must be informed how to access DDLETB Youthreach policies, guidelines and procedures in relation to child protection.

## Scope

The scope of this policy applies to DDLETB staff and students and to people external to DDLETB working in a professional capacity within a centre (outside agencies etc.).

## Roles & responsibilities

* Board of Management - To review and approve the policy on a periodic basis.
* Managers - To ensure that staff comply with the policy and are fully aware of all procedures and guideline for the protection of children.
* DDLETB staff/students/external bodies – To adhere to policy statements in this document and be fully aware of all laws, procedures and guidelines for the protection of children.

## Legislation

All DDLETB staff and outside agencies must adhere to legislation that is in force at the time.

Child Care Act, 1991

[Child Care (Amendment) Act 2007](http://www.irishstatutebook.ie/eli/2007/act/26/enacted/en/html), 2011, 2015

Child Care (Amendment) Bill 2017

[Protections for Persons Reporting Child Abuse Act 1998](http://www.irishstatutebook.ie/eli/1998/act/49/enacted/en/html)

Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012

[Education Welfare Act 2000](http://www.irishstatutebook.ie/2000/en/act/pub/0022/index.html)

[Youth Work Act 2001](http://www.irishstatutebook.ie/eli/2001/act/42/enacted/en/html)

[Children Act 2001](http://www.irishstatutebook.ie/eli/2001/act/24/enacted/en/html)

[Children (Amendment) Act 2015](http://www.oireachtas.ie/documents/bills28/acts/2015/a3015.pdf)

National Vetting Bureau (Children and Vulnerable Persons) Acts, 2012-2016

[Thirty-First Amendment of the Constitution (Children) Act 2012](http://www.irishstatutebook.ie/eli/2012/ca/31/enacted/en/html)

[Child and Family Agency Act 2013](http://www.irishstatutebook.ie/2013/en/act/pub/0040/index.html)

Children First Act 2015

Children First: National Guidance for the Protection and Welfare of Children (2011)

DDLETB’s Data Protection Policy

## Policy DDLETB Youthreach

There are three main situations in which the need for working one-to-one may arise:

1. Part of a planned structured piece of work. (Literacy, Numeracy, Assessment etc.).
2. Part of a planned meeting (coordinator/resource/PSS/mentoring etc.).
3. In a reactive situation, e.g. where a young person requests a one on one meeting without warning, or where a young person needs to be removed from a group.

**As part of a planned structured piece of work or meeting:**

* The particular programme/activity should have a clear rationale, aims, methodology, evaluation mechanism and accompanying work plan.
* The Coordinator and/or resource staff need to be made aware that a one to one meeting is taking placeand be able to address any issues which may arise.
* Parents/guardians must be notified in advance of a meeting and informed as to the nature and purpose of the work and may in certain situations have to give written consent.
* A clear code of behaviour must be in place in the centre.
* The times and designated locations for meetings should allow for transparency and accountability
  + Example; be held in rooms with a clear glass panel or window, in buildings where other people are present, and with the door of the room left open, where appropriate.
* Visits by a student to the home of any staff member is strictly forbidden. Visits to the home of a student should only be made when the parent/guardian is present and confirmed in advance**.**
* Students will be advised who to contact if they have any concerns or if they feel uncomfortable about any aspects of these meetings.

**In a reactive situation:**

* If a staff member needs to talk to a young person alone, they must do so in an open environment, in view of others.
* If this is not possible staff must meet in rooms with visual access, or with the door open, or in a room/area where other people are nearby.
* Advise another colleague 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.

**Psychological Intervention**

The Psychological Support Service (PSS) works under the aegis of the DDLTB Corporate Safeguarding Statement and all psychologists work in accordance with the Psychological Society of Ireland (PSI) code of ethics. The PSS has a protocol to ensure that they are compliant with “Children First” legislation.