**Lone Working and One-to-One Working Policy**

We understand the importance of safeguarding during lone working and one-to-one sessions and have robust measures in place, supported by our Lone Working and One-to-One Working Policy.

**1. Policy and Risk Assessment**

• All one-to-one sessions are subject to risk assessment in line with our policy.

• Risk assessments are completed prior to sessions and reviewed by the Designated Safeguarding Lead (DSL) or a senior member of staff.

**2. Environment**

• Sessions take place in open, visible areas. Our studio has clear sightlines and follows an open-door approach where appropriate.

• Parents and carers are welcome to remain on site during their child’s session. They are invited to wait in our adjoining kitchen area, which provides a direct view into the studio. This helps maintain a transparent and family-friendly environment.

**3. Session Recording and Oversight**

• All sessions are logged, detailing the purpose, time, staff involved, and any issues or concerns.

• These records form part of our ongoing safeguarding monitoring and ensure accountability.

**4. DSL Awareness and Supervision**

• The DSL is always informed of lone working or one-to-one arrangements.

• Staff receive regular supervision and are supported in raising any concerns linked to one-to-one working.

**5. Staff Training and Professional Boundaries**

• All staff are trained in safeguarding, including maintaining professional boundaries and responding appropriately to disclosures.

• One-to-one sessions do not take place off-site or outside of agreed hours without written consent from the referring academy and the parent/carer.

These measures are designed to protect the wellbeing of both students and staff, while fostering a safe, transparent, and welcoming learning environment.