



St. Paul's Community College



Policy and procedures for One-to-One Activities involving students and members of staff.

St. Paul's Community College is a state school run by the Education Training Board of Ireland (ETBI). Our school is run under the ethos of the ETB and the core values underpinning its characteristic spirit. St Paul's is a state, co-educational, multidenominational school underpinned by the core values of the Ethos of excellence in Education, Care, Equality, Community and Respect.

Ratified by the Board of Management: 21st January 2020

Our school recognises that the protection and welfare of our students is of paramount importance, regardless of all other considerations. For this reason, we adopt a safe practice to minimise the possibility of harm occurring in school and to protect our school staff from the necessity to take unnecessary risks that may lead themselves open to accusations. Staff are responsible for being familiar with the schools safeguarding statement. Every effort is made to ensure the protection of students and staff.

Where possible, staff should not be alone in a classroom with a student outside timetabled classroom hours. If this does occur, the door should always be left open and another member of staff should be close by. Where possible, the student and teacher should be visible from the corridor in public view.

For one-to-one meetings, it is crucial that clear boundaries are put in place. The physical environment is important. The seating arrangement should be carefully considered, so that the exit is readily accessible to all present. For students who receive one-to-one resource teaching/counselling etc, rooms should have a glass panel, thus rendering the occupants visible always. If there is no glass panel it is advised to leave the door open and to be on view to the corridor.

Signed: _____
Chairperson of Board of Management
Date: 21st January 2020

Signed: _____
Principal/Secretary to the Board of Management
Date: 21st January 2020