

# Path Hill Outdoors

## Lone Working with Students

Status:	Updated Policy Date:	Scheduled Review:
Non-Statutory	September 2025	September 2027

### Introduction

Path Hill Outdoors provide a 1 to 1 programme for students that require alternative provision. Our students often have complex SEMH needs and have disrupted and inconsistent experiences of school and learning. Many also face significant challenges in their lives or have experienced Adverse Childhood Experiences (ACEs). Having one instructor allocated to work with one student enables us to develop a bespoke child-centered programme built on trusted relationships, catered to the child's interests and needs. This policy seeks to provide staff with the confidence to work 1 to 1 with students through an awareness of risk and measures which can be undertaken to keeping children, young people, adults at risk and the individual staff member safe.

### Scope

This policy is consistent with all other Path Hill Outdoors policies and should be read alongside the **Safeguarding policy** as well as the following documents relevant to the safety and welfare of our learners:

- Staff Behaviour Policy
- Prosocial Behaviour Policy
- Health and Safety Policy
- Safer Recruitment Policy
- Transporting Students Policy
- Use of Physical Intervention Policy
- First Aid Policy
- Mobile Phone policy

### **Expectations**

All staff:

- are familiar with this policy and have an opportunity to contribute to its review.
- understand their responsibilities to safeguard and promote the welfare of children and vulnerable adults when working with them alone.
- are aware that failure to meet the standards of behaviour and conduct in this policy and others named above may result in disciplinary action. This includes dismissal, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity.

## **Mandatory Procedures**

When working alone with students, the following procedures should be adhered to.

### **Before working alone with a student:**

- Staff must have a current Enhanced DBS check.
- All staff members must be familiar with relevant safeguarding policies and the Local Safeguarding Children's Board guidance for managing safeguarding concerns.
- All staff working with students have 16 hours of Outdoor First Aid Training.
- Before starting the programme, 1 to 1 Managers ensure parents and referrers have completed all referral paperwork, including the student emergency contact details and medical information.
- Staff take a copy of the student's emergency contact details and medical information in a sealed envelope in a waterproof wallet. Staff also have a wallet with their own emergency details in. These are only to be opened in case of emergency i.e. when in need of an ambulance.
- Staff must have a full first aid kit on them at all times.
- Staff understand and adhere to relevant behaviour and health and safety policies and procedures and have had training that enables them to work with their student in a safe way.
- Staff have looked at the student's paperwork, such as their EHCP, and has spoken with 1 to 1 Managers about their student before starting working with them, making a note of interests, needs, triggers and current strategies.
- Instructors' plans for 1 to 1 work with students are discussed in daily briefings and written on daily plans.
- Staff must have their mobile phones charged and have joined the staff Whatsapp group to receive communications as required (see Mobile Phone Policy).
- Staff must be fully prepared with resources, including petty cash for offsite activities and ensuring PHO vehicles are suitable and ready to drive.
- Check whether their student has photo and offsite visit parental permissions
- On arrival, students must hand their mobile phones in (see Mobile Phone Policy).
- Staff keep colleagues aware of their whereabouts during an offsite activity. Instructors will complete the 'Offsite board' in the courtyard to note where they are going, what time and using what vehicle.

### **When working alone with a student**

- Staff should supervise students at all time.
- Staff must adhere to the Staff Behaviour Policy, which includes guidance on the use of physical touch and relationships with students.

- Staff must adhere to the PHO Health and Safety Policy, First Aid Policy, Long Term Medical Conditions Policy and Medication Policy.
- Staff must adhere to the Prosocial Behaviour Policy, which includes guidance on staff responsibilities and our therapeutic approach to promoting prosocial behaviour.
- Staff understand that behaviour is communication. Staff are trained to be curious about behaviour and they adapt their approach according to what a student might need. There may be a need to employ techniques that will de-escalate, defuse and discourage Unsocial, Antisocial or Dangerous behaviour. Staff understand the importance in responding to Unsocial behaviour in a de-escalating manner, so that it does not drive the behaviour to become Antisocial or Dangerous.
- Staff are advised to always call the office and/or a 1 to 1 Manager should they feel they need physical assistance, or guidance over the phone.

If a student demonstrates anti-social behaviour

- Should staff require assistance from SMT during incidences of anti-social behaviour, staff should:
  - Telephone SMT – Signifies dangerous anti-social behaviour - support from SMT needed.
  - SMT will support staff member. They may need to take over working with the student, if a change of face is needed will de-escalate.
  - If a child leaves the site, employ the Going Missing Procedure.
  - Parents/ carers and referrers contacted.
  - SMT to record on CPOMS, with input from instructor.

If a student goes missing

Going Missing Procedures are as follows;

0 minutes	X out of sight	
0-5 minutes	X whereabouts unknown Focus on immediate area	Instructor searches toilets and other possible places in the immediate vicinity NB: if a student is known to be a flight risk, they will have a personalised plan which we will follow
5 minutes	X whereabouts unknown Focus on immediate area	1. Instructor Whatsapps staff notifying all to keep a lookout 2. Instructor phones office notifying of concerns
5-10 minutes	X whereabouts unknown Focus on immediate area	1. Office staff and other staff available start searching surrounding area co-ordinated by JW, LS or LH 2. Whatsapp used to identify places searched

10 minutes	X whereabouts unknown Search area widens	<ol style="list-style-type: none"> <li>1. Member of staff takes Path Hill vehicle and drives to Whitchurch Bridge</li> <li>2. If seen on way notifies on Whatsapp and encourages X to return to PHO</li> <li>3. If not seen on journey staff member parks at Adventure Dolphin and monitors pedestrian traffic on bridge</li> </ol>
10 – 15 minutes	X whereabouts unknown Search area widens	<ol style="list-style-type: none"> <li>1. Parent/carer notified that X is missing</li> <li>2. Staff in contact via Whatsapp even if X not seen</li> <li>3. Staff turn on location function on Whatsapp so everyone can see areas being searched</li> </ol>
15 minutes	X whereabouts unknown Search area widens Other agencies notified	<ol style="list-style-type: none"> <li>1. Police contacted with description of X and history of going missing</li> <li>2. School notified of incidence of missing student</li> </ol>
15 minutes	X whereabouts unknown Search area widens Other agencies notified	<ol style="list-style-type: none"> <li>1. Staff vehicle sent towards Wallingford Road to rule out other exit from Path Hill</li> <li>2. Search continues – If it seems that X has not left Path Hill via road exits then research area in locality of Path Hill</li> </ol>
15 – 20 minutes	X whereabouts unknown Search area widens Other agencies notified	<ol style="list-style-type: none"> <li>1. Search continues – If it seems that X has not left Path Hill via road exits then revisit area in locality of Path Hill for hidden X</li> </ol>

### In the case of other emergencies

If the staff member and/or the student are in immediate danger or require immediate medical assistance, the staff member must call 999 in the first instance. The Path Hill office should be called after, if possible.

### Overnight Camps

- Staff expectations outlined in the above guidance and policies must continue to be adhered to outside of Path Hill Outdoors's usual working hours, including during overnight camps.
- Staff remain in a position of trust during activities that take place offsite or out of Path Hill Outdoors operating hours and so, they will ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.
- At least two staff members must participate in the overnight camps, either with one student or with their own student e.g. 2 adults: 1 student, or 2 adults: 2adults
- Staff members do not sleep alone with a student. Students either
  - sleep in their own tents individually, or
  - sleep in a tent with another student, or
  - sleep in the large roundhouse with other students and instructors.

This arrangement is decided by DSLs, who know any relevant child protection information and can make the decision according to the needs of the child.

A named DSL will be on call to support instructors as required. In case of an emergency, instructors should call 999, and then the DSL on call if they are able to.

### **After working 1 to 1 with a student**

- Staff share any non-urgent concerns regarding safeguarding or behaviour to a DSL, if required.
- Staff contribute to any CPOMS log or communication to parents/ referrers, as and when appropriate.
- Staff write up their daily review, including plans for the next session and any self-reflections that could improve how the student's needs are met.
- Staff send any photos of students to a 1 to 1 Manager and immediately delete from their personal phone.
- Contribute to daily debriefs, giving staff an opportunity to process the day and acquire advice from colleagues, when needed.

### **Induction**

The welfare of all our students is of paramount importance. All staff are informed of this policy at induction and given the chance to question and discuss the expectations set out.

### **Staff support**

Working with children and vulnerable adults is both rewarding and demanding. We support staff by prioritising time to discuss the challenges of their role linked to any aspect of this Staff Behaviour Policy during daily debriefs, with SMT and seek further support as appropriate.

### **Reviewed by**

A handwritten signature in black ink, appearing to read "Julia Warwick".

**Julia Warwick- Director September 2025**