



ONE-ON-ONE INTERACTION POLICY

Most abuse occurs when an adult is alone with a learner. I-LEAD Charter School aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the I-LEAD Charter School administration. In those situations where one-on-one interactions are approved, staff and volunteers should observe the following guidelines to manage the risk of abuse or false allegations of abuse:

Guidelines for One-on-One Interactions

- When meeting one-on-one with a learner, always do so in a public place where you are in full view of others.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other staff and volunteers that you are alone with a learner and ask them to randomly drop in.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

Tutoring/ Private Coaching

One-on-one situations, such as tutoring and private coaching sessions, introduce additional risks for false allegations. Staff and volunteers should be aware of the school's policies regarding tutoring and private coaching:

- a. Staff and volunteers must have supervisor approval for any tutoring or private coaching sessions.
- b. Tutoring and coaching sessions with I-LEAD Charter School's learners may not occur outside of the I-LEAD Charter School.
- c. Supervisors must keep a schedule of private tutoring and coaching sessions, which should include times, learners involved, and location of sessions.

Off-site Contact

Many cases of abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put staff, volunteers, and I-LEAD Charter School at increased risk.

I-LEAD Charter School strongly recommends that staff do not have outside contact with learners from I-LEAD Charter School. However, if off-site contacts are unavoidable (such as during mentoring programs), I-LEAD Charter School has determined that the following forms of outside contact are appropriate and inappropriate:

Appropriate Outside Contact

- Taking groups of learners on an outing
- Attending sporting activities with groups of learners
- Attending functions at a learner's home, with parents/guardians present

Inappropriate Outside Contact

- Taking one learner on an outing without the parents'/guardians' written permission
- Visiting one learner in the learner's home, without a parent/guardian present
- Entertaining one learner in the home of staff or volunteers
- A lone learner spending the night with staff or volunteers

In addition, when outside contact is unavoidable, ensure that the following steps are followed:

1. Supervisors should identify for staff and volunteers what types of outside contact are appropriate and inappropriate.
2. Ensure that staff or volunteers have the parents'/guardians' permission to engage in outside contact with the learner. Consider requiring the parents/guardians to sign a release-of-liability statement.