

LONE WORKING POLICY

Rationale

Forfar ELCC recognises lone workers as those whose working activities involve them in situations where they are without any kind of close or direct contact with other members of staff for a significant period of time. The purpose of this policy is to enable Forfar ELCC to meet its obligation to protect such staff so far as is reasonably practicable from the risks of working alone and to increase staff awareness of safety issues relating to lone working.

This guidance will help providers and staff to take into account the relevant Health and Social Care Standards:

- 1.26 I can choose to spend time alone
- 2.25 I am helped to understand the impact and consequences of risky and unsafe behaviour and decisions
- 3.25 I am helped to feel safe and secure in my local community
- 5.17 My environment is secure and safe

This guidance will help providers and staff to take into account the relevant Quality Indicators from How Good is our Early Learning and Childcare: [How Good Is Our Early Learning and Childcare](#)

- 1.4 Leadership of management and practitioners

This policy will be monitored by / through: Consultation with staff and annual review of policies

This policy will be reviewed in:	12 months
Review Date:	August 2024
Reviewed By:	Management

AIMS	OUTCOMES	IMPLEMENTATION
<ul style="list-style-type: none">• Increase staff awareness of the safety issues relating to lone working• Encourage full reporting and recording of all adverse incidents relating to working alone• Ensure safe systems and methods of work are in place to reduce risk so far as is reasonably practicable	<ul style="list-style-type: none">• Staff have knowledge of safety concerns and can identify, evaluate and manage risk when working alone• Staff know who to report to if any dangers or concerns are identified when working alone	<ul style="list-style-type: none">• Staff should follow lone working procedures• Staff aware of the dangers of working alone

Lone Working Procedure

The following procedures should be implemented by all staff whenever they are working alone in the building.

- Carry a mobile phone at all times
- Park close to the building
- Inform management of any dangers or concerns identified when working alone
- Ensure TC cleaning staff are aware you are in the building
- Inform TC cleaning staff when you leave the building