



Eccleston C.E. Primary School
"Let Your Light Shine" - Matthew 5:16

Lone Working Policy

Curriculum Committee

Reviewed: Autumn 2021

Approved by Curriculum Committee: Autumn 2021

Approved by Full Governing Board: Autumn 2021

Signed by Chair of Governors:

Review Date: Autumn 2024

ECCLESTON C.E. PRIMARY SCHOOL

Our Vision Statement

At Eccleston C of E Primary School we are united in our vision to prepare our children for life in the modern world.

We will do this by instilling a lifelong love of learning and embedding Christian values that reflect the example Jesus has set.

We strive for excellence in all we do, enabling all members of our school to flourish.

Strategies for Lone Working

At Eccleston CE Primary School, we accept that there may be times when employees will be in the building alone, although this is to be avoided whenever possible.

The following guidelines have been drawn up to ensure safety at all times.

- If you are working alone in the building, do not attempt any work which may be considered high risk, e.g. working at height
- If you do not have a personal mobile phone with you, keep the school mobile phone with you
- If you are working in school alone, ensure someone knows where you are and what time you are expected home. Arrange to contact them when you arrive home safely
- When alone in the building, ensure all outer doors and the gates to the grounds are locked
- Sign into and out of the staff board
- When working remotely, ensure all safer working practices are adhered to.