

## Contractor policy and Safeguarding Guidelines

### 1. Introduction

- 1.1 This policy applies to all contractors working across The Two Counties Trust and sets out the minimum standards expected of contractors and sub-contractors.

### 2. Aim of this Code

- 2.1 The aim of this Code is to ensure that effective systems are put in place, including those to safeguard children, when any activities are carried out by a contractor or sub-contractor on a Trust site for example cleaning, catering, building works, construction, routine maintenance and emergency repairs (this is not an exhaustive list).

### 3. Responsibilities

- 3.1 Schools / Academies have a responsibility to safeguard and promote the welfare of children in their care (The Children Acts 1989 & 2004 and the Education Act 2002).
- 3.2 All people working with children and young people, including Headteachers, Business Managers and Site / Premises Managers are responsible for the safeguarding of children and vulnerable adults in their care and shall be responsible for ensuring that adequate measures are in place to safeguard students whilst contractors are on site.

### 4. Keeping Children Safe in Education

- 4.1 Keeping Children Safe in Education is statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002 and which sets out the checks and arrangements which apply to contractors working in schools.

### 5. Safeguarding measures

- 5.1 The aim of safeguarding measures are to manage the risk of harm to children and young people. The measures which will be adopted should be proportionate to the risk.
- 5.2 Safeguarding measures can include any or all of the following:

#### Segregate

To avoid contact<sup>1</sup> between contractors and students as far as possible.

#### Supervise

To supervise any contact<sup>1</sup> that does take place with a member of staff or a fully vetted volunteer.

#### Code of Conduct

To require contractors to observe a Code of Conduct.

#### Regulate Access

To regulate access to the premises.

#### Checks

To undertake checks where appropriate.

<sup>1</sup> Contact in this context means any opportunity for contractors' staff to engage, converse or communicate with students in any way without a member of staff monitoring the contact and intervening where necessary.

## 6. Segregate

- 6.1 The risk of harm to students can be managed if contact between contractors' staff and students can be avoided completely.
- 6.2 Segregation can be achieved by either physical means and / or supervision.
- 6.3 Physical separation would normally be achieved by contractors' staff working within secure areas for example behind fencing, barriers and the like where students would routinely be excluded. Other than these secure areas, separation can be maintained by confining the movements of contractors' staff to specific areas and / or to specific times so as to avoid contact with students at break times or at the beginning or end of the day. A marked plan should be agreed between the school / academy and the contractor to show where and at what times during the day access is permitted.
- 6.4 For routine visits such as maintenance or repairs which typically last less than a day, physical separation is achieved by confining the movements of contractors' staff to clearly defined areas and / or times. In this situation any contact between contractors' staff and students should be supervised by a member of staff or a fully vetted volunteer.
- 6.5 Where major building work will be undertaken by contractors for a period of time, safeguarding measures shall always be implemented which include arrangements to segregate students from contractors' staff.
- 6.6 Other steps for contractors staff include a code of conduct together with the completion of checks in accordance with the guidance set out in Keeping Children Safe in Education.
- 6.7 Where contractors' staff are working in the school / academy outside of normal opening hours, the same safeguarding measures will be implemented where there is any student attendance outside of normal opening hours.

## Supervise

- 6.8 Measures should always be instigated to segregate contractors' staff from students as far as possible. Where measures to segregate staff and students are in place, but some contact may occur, any such contact should be supervised by a member of staff or a fully vetted volunteer.
- 6.9 Supervise means the ability for a member of staff or a fully vetted volunteer to monitor and engagement, conversation or communication between contractors' staff and students and to intervene where necessary.
- 6.10 The requirement to supervise can be limited to the times when contact is likely to occur, for example at break times, changeover times or the beginning or end of the day. It is not necessary for a member of staff or a fully vetted volunteer to monitor the works, only the contact which might take place between contractors' staff and students.

## 7. Safeguarding guidelines

- 7.1 The contractor will provide, as a minimum, a copy of the contractors Safeguarding Guidelines as part of their induction procedure and ensure staff are aware of their responsibilities. See appendix 1.

## 8. Identify

- 8.1 To ensure that only legitimate personnel are able to gain access to a school / academy a means of identification will be agreed with the contractor before any works commence.
- 8.2 The means by which contractors' staff are identified will be determined by the location and nature of the work being undertaken any may include any or all of the following:
- Identity badges
  - Photographic ID
  - Branded work wear
  - Signing in and signing out procedures on site.

Identification will be used as a supplementary measure to segregation and supervision.

## 9. Checks

- 9.1 Each school / academy will ensure that any contractors' staff who work on site have appropriate DBS clearance and record this on the Single Central Record. Contractors engaging in Regulated Activity (as set out in Keeping Children Safe in Education) require a satisfactory Enhanced DBS Certificate including a children's barred list

check. When considering if the contact is Regular it is irrelevant whether the contractors' staff works on one site or a number of sites.

- 9.2 Contractors' staff who do not engage in Regulated Activity, but whose work provides them with an opportunity for regular contact with students, will be required to provide a satisfactory Enhanced DBS Certificate which does not include a children's barred list check.
- 9.3 Under no circumstances will a contractor for whom no checks have been obtained be allowed to work unsupervised or engage in Regulated Activity. Each school / academy within the Trust is responsible for determining the appropriate level of supervision required depending on the circumstances.
- 9.4 A DBS Certificate is not required where there is no contact between contractors' staff and students. For example where a new school is being built on a separate site or if the work is undertaken during a period when the school / academy is closed to students. Similarly DBS certificates are not normally required for contractors' staff who are working on site where they are fully segregated from students and where any contact which did take place was supervised by a member of staff or a fully vetted volunteer.
- 9.5 If a member of contractors' staff is likely to have frequent or prolonged contact with students, for example a site manager liaising with the school / academy on a day to day basis or where a member of contractors' staff is responsible for ensuring compliance with other safeguarding measures such as segregation, then a satisfactory DBS certificate will be required.
- 9.6 Similarly where contractors' staff regularly visit a school / academy for example to undertake routine maintenance, then a satisfactory DBS certificate may be deemed appropriate in addition to supervision measures.
- 9.7 The school / academy will always check the identity of new contractors' staff on their arrival.

## 10. Contracts

- 10.1 Contracts will contain the following clause:

"The contract will require contractors' staff and sub-contractor staff to work in close proximity to children. The contractor confirms that relevant staff members possess satisfactory DBS clearance at an appropriate level and that as a minimum the safeguarding guidelines in this document have been provided to staff".

## 11. Planning

- 11.1 Safeguarding measures should be determined and agreed with the contractor well in advance of works starting on site. This will enable sufficient time for staff to be briefed and to determine access arrangements with the contractor.

### Document management

Review cycle:	Every year
Next review due:	September 2021
Policy owner	Head of HR

## Safeguarding guidelines

You play an important part in keeping students safe whilst working at or visiting a school by observing the following guidelines:

- Please sign in and sign out at reception every time you are on site.
- Wear your lanyard at all times.
- Do not use your mobile telephone when near students.
- Never take photographs or videos of students.
- Do not initiate verbal or physical contact with students.
- Be mindful of your language when working in earshot of students.
- If a student initiates contact politely respond, but do not enter into lengthy discussions.
- Do not become overly familiar with students or engage in 'banter'.
- If a student says something which makes you feel uneasy report it to a member of staff immediately.
- Do not give any personal information to students including your mobile number, address or e-mail address.
- Do not give students details of your personal social network accounts or engage in any communication with students using social network sites.
- In the unlikely event that you find yourself working alone in a space with a student present, remove yourself immediately and either wait for the student to leave or speak to a member of staff so that they can ensure the work space is vacated.
- If you have any concerns that a student may be at risk of harm, or have been harmed, report it to the Designated Safeguarding Lead or their Deputy immediately.
- Do not discuss your concerns with the student, do not contact home and do not carry out an investigation.
- If a student makes a disclosure to you, do not promise confidentiality and explain that you will need to speak to someone else and contact the Designated Safeguarding Lead or their Deputy immediately.
- If you witness conduct from a member of staff, student or a visitor towards a child which you consider to be inappropriate or which makes you feel uncomfortable you have a responsibility to report this immediately to the Designated Safeguarding Lead or their Deputy
- If you think a student is at risk, or could be at risk you must:
  - Make a note of what you have seen or been told
  - Keep an open mind
  - Not question the student
  - Not examine the student
  - Not promise to keep secrets
  - Be discreet, do not say anything that may place the student, or you, at risk.
  - Act quickly and share the information with the Designated Safeguarding Lead or their Deputy
- If you cannot locate the Designated Safeguarding Lead or their Deputy, speak to any member of staff who will be able to help you.

The safeguarding contacts across the Trust are:

<b>School</b>	<b>Designated Safeguarding Lead</b>	<b>Deputy Designated Safeguarding Lead</b>
Ashfield School	Del Nicholls	Sally Marsh
Frederick Gent	Rachel Skelton	Mike Bradshaw
Friesland School	Ben Middleton / Jo Lacey	Jo Lacey / Ben Middleton
Heritage High School	Stephen Richardson	Angela Lindley
Manor Academy	Katrina Kerry	Louise Meredith
Selston High School	Catherine Gordon	Linda Smith
Swanwick Hall School	Shane Worrall	Helen Vladimirovs
Wilsthorpe School	Carolyn Parks	Helen Scott

Please contact reception to be put in touch with any of these people.

Further information can be found in the safeguarding policy can be found on the school / academy website.

**Your attendance on site is deemed to be an acceptance that you have read and understood these guidelines and will comply with the contents.**

**Signed**.....

**Date**.....

**Name (please print)** .....

**Contractor induction form**  
(to be retained by the contractor)

**Site contact details**

School / Academy:	
Contact on site: Contact number:	

The site contact is the person to whom incidents or accidents must be reported.

**Opening hours**

Hours of work	From:	To:
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Note: All contractors staff must site in and out on each occasion when they are on site.

**First aid**

First aid supplies are located at:	
Name of first aider: Contact number:	
Name of first aider: Contact number:	
Name of first aider: Contact number:	

**Safeguarding**

Name of Designated Safeguarding Lead Contact number:	
Name of Deputy Safeguarding Lead Contact number:	

Contractors will be issued with a lanyard which must be worn at all times

Contractors are not permitted to take photographs on site. If photographs are necessary to complete a job please speak to the site contact.

The contractor must provide, as a minimum, a copy of the contractors Safeguarding Guidelines as part of their induction procedure and ensure staff are aware of their responsibilities.



Fire alarm sound:	
Regular alarm test on:	
Alarm call point location:	
Evacuation route:	
Assembly point:	

**Declaration by the contractor**

I confirm that I have been shown a copy of the Asbestos Survey for these premises and I understand my responsibilities regarding asbestos.

I give an undertaking to observe and follow Health and Safety legislation and local policies. If there is any information that I do not understand, I will liaise my site contact to obtain confirmation.

I will inform my site contact of any hazardous activities required and to provide suitable and sufficient risk assessments and method statements for any such activity.

I will inform my site contact immediately of any changes to work place, schedules or specifications that may impact on health and safety.

I will provide, as a minimum, a copy of the Safeguarding Guidelines as part of the induction procedure and ensure staff are aware of their responsibilities.

I agree that if I engage any sub-contractors I will ensure that they comply with the same requirements as set out above.

Contractor name:			
Company address Telephone number			
Signed		Date:	