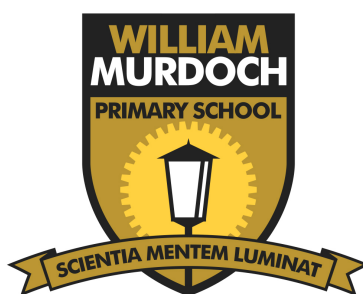


# William Murdoch Primary School



## Guidance for Contractors working on School Premises

Date Approved by the Governing Body/Headteacher:	March 2023
Next Review Date:	March 2024

## 1.0 SUMMARY

This guidance has been drawn up to ensure the effective safeguarding of children where contractors are on school premises. This will apply to **all contractors**.

## 2.0 SCOPE

This guidance will also apply to consultants employed on any building or maintenance project, and the term 'contractor' shall mean contractor, sub-contractor **or** consultant.

## 3.0 OBJECTIVE

The objective of this guidance is to ensure that effective systems are put in place to safeguard children when building works, routine maintenance and emergency repairs are undertaken on school premises.

## 4.0 INTRODUCTION

William Murdoch Primary School have a responsibility to safeguard and promote the welfare of children.

### [Keeping Children Safe in Education](#)

Whilst this guidance is mainly concerned for those who are employed to work with children it also advises on those who come into contact with children on an ad hoc or irregular basis for short periods of time such as building contractors, maintenance companies, delivery personnel and the like.

This guidance considers what arrangements should be employed where contractors are employed to work on school premises.

Any reference to a Headteacher in this guidance should be taken to include any person that the Headteacher has designated as the person responsible for safeguarding children at the school.

## 5.0 RESPONSIBILITIES

All people working with children and young people, including Headteacher's and Premises Managers are responsible for the safeguarding of the children in their care and they shall be responsible for ensuring that adequate measures are in place to safeguard pupils whilst contractors are on the premises.

## 6.0 SAFEGUARDING MEASURES

The aim of the safeguarding measures will be to **manage** the risk of harm to pupils. The measures adopted shall be **proportionate** to the risk.

Safeguarding measures to be considered will include any or all of the following depending on the outcomes identified by the school:

- 1) **Segregate**  
To avoid contact between contractors and pupils as far as possible
- 2) **Supervise**  
To supervise any contact that does take place with a member of staff or a suitably vetted individual
- 3) **Code of conduct**  
To require contractors to observe a code of conduct
- 4) **Regulate Access**  
To regulate access to the premises
- 5) **Checks**  
To undertake checks where appropriate.

## 6.1 Segregate

The risk of harm to pupils can be managed if contact between contractors and pupils can be avoided altogether.

Segregation can be achieved by physical means or by time, or by a combination of both.

### Building Projects

For larger building projects lasting a number of weeks physical separation would normally be put in place by the contractors working within secure areas behind fencing, hoardings, barriers and the like where pupils would normally be excluded for routine health and safety concerns.

Outside such secure areas, separation can be maintained by confining the movements of contractors to specific areas and to specific times so as to avoid contact at break times and at the beginning and at the end of the school day. In this context, a marked-up plan, agreed with the contractor(s) to show where and at what times during the day access will be permitted would be useful.

### Routine Maintenance / Emergency Repairs

For routine maintenance visits or for emergency repairs lasting less than a day physical separation can be achieved by simply confining the movements of contractors to within clearly defined areas and specific times. Should any contact between contractors and pupils occur then it should be supervised by a member of staff or suitably vetted individual at all times.

Where works are to be undertaken outside school hours then safeguarding measures should be implemented for any pupil attendance in school outside normal school hours.

## 6.2 Supervise

Measures should always be instigated to segregate contractors from pupils as much as is possible not just in the context of this document but also for health and safety reasons. However, where such measures to segregate are in place but some contact may occur between contractors and pupils then any such contact should always be supervised **at all times** by a member of staff or suitably vetted individual.

As noted above, '**contact**' shall be taken to mean any opportunity for contractors to converse with pupils or to communicate with them in any way, e.g. by passing messages.

'**Supervise**' will be taken to mean the ability for a member of staff or suitably vetted individual to monitor any potential interaction or communication of any kind between contractors and pupils and to intervene where necessary.

## 6.3 Code of Conduct

A code of conduct should be used to inform **all** contractors of what might be considered inappropriate behaviour.

It will enable any inappropriate behaviour to be recognised and challenged by all concerned.

### The following code of conduct for contractors is to be shared:

- a) Work safely and responsibly and be aware of responsibility for own actions and behaviour. Avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- b) It is the responsibility of **all** adults to safeguard and promote the welfare of children and young people.
- c) Avoid contact with children. **Never** give your personal contact details to children or young people, including mobile telephone number(s).
- d) Work and be seen to work, in an open and transparent way.
- e) Never be in contact with children without school supervision.

- f) Stay within the agreed work area and access routes.
- g) Obtain permission if you need to go outside the agreed work area or access routes.
- h) Keep staff informed of where you are and what you are doing.
- i) Do not use profane or inappropriate language.
- j) Dress appropriately i.e. dress in a way that:
  - Is unlikely to be viewed as offensive, revealing, or sexually provocative.
  - Does not distract, cause embarrassment or give rise to misunderstanding
  - Is absent of any political or otherwise contentious slogans
  - Is not considered to be discriminatory and is culturally sensitive
- k) Observe the code at all times
- l) Remember your actions no matter how well intentioned could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.
- m) Any safeguarding concern involving a pupil should be reported immediately to a Designated Safeguarding Lead; Mrs M Pannu (Deputy Headteacher), Mrs S Baker (Pastoral Manager), Mrs K Kullar (Early Years Lead) or Mr M Singh (Headteacher).

Any order for works or building contracts will be undertaken on the clear condition that failure to observe the code will entitle William Murdoch Primary School to exclude contractor(s) from school premises.

**To ensure the effectiveness of any code it shall either be:**

- a) Issued to contractors when quotations or tenders are invited.
- b) Stated as a condition on any order for works or building contract no matter how or by whom the contractor is appointed.
- c) Issued to all contractors direct by the school when they **first attend** and **before** any work has commenced.

**Additionally, where appropriate, the code should be:**

- d) Highlighted and discussed in any pre- start meetings for larger building contracts
- e) Posted on building sites (where applicable)
- f) Included as part of any contractors site safety briefings
- g) Issued to contractors in the form of a card (the '**Blue Card**' **Appendix 1**)

#### **6.4 Identify**

To ensure that as far as possible only bona fide personnel are afforded access, a suitable means of identification shall be provided by all contractors and be agreed and produced for checking by the school in **advance** of any works taking place. If a contractor fails to produce such ID they shall be refused entry to the site

The means by which any contractors' staff are to be identified will be determined in each case to suit the location and nature of the work being undertaken. In the case of school issued ID badges or contractors own photographic ID, these **must** be worn and be visible **at all times** when the contractor is on the site.

### Typical methods may include:

- a) ID badges
- b) Photographic ID
- c) Branded workwear
- d) Signing in system

Identification should only ever be used as a supplementary measure to the principal safeguarding measures of segregation and supervision.

### 6.5 Checks

In line with [Keeping Children Safe in Education \(KCSIE\)](#), any contractor, or employee of the contractor, who is to work at the school will need to have undergone the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information).

For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) will be required.

In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across several sites. In cases where the contractor does not have opportunity for regular contact with children, schools and colleges should decide on whether a basic DBS disclosure would be appropriate.

Under no circumstances will a contractor on whom no checks have been obtained, be allowed to work unsupervised or engage in regulated activity relating to children. The school is responsible for determining the appropriate level of supervision depending on the circumstances. **Appendix 2**

If an individual working at a school is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

The identity of contractors on arrival at the school **WILL** always be checked.

### 7.0 PLANNING

The safeguarding measures should be determined and agreed with any contractor well in advance of any planned works e.g. building contracts, engineers etc. starting on site. This will enable sufficient time for school staff to be briefed on the supervision required and, on the access, arrangements agreed with contractor and also enable checks where necessary to be completed and in place **before** works commence.

Where the works that form part of a larger building project, the Headteacher shall determine what measures should be implemented. This should be done well in advance of any works starting on site.

Where possible, a 'letter of assurance' confirming that all recruitment and child safeguarding checks have been undertaken, should be completed and submitted on company letterhead to William Murdoch Primary School **before** works commence to avoid any unnecessary delays.

### 8.0 SUMMARY

Wherever any type of building and or maintenance related work is undertaken of any duration, safeguarding measures shall **always** be implemented and include arrangements to segregate pupils from contractors' staff as far as reasonably practicable and for any contact between them to be supervised by a member of staff.

**CONTRACTORS IN SCHOOLS – CODE OF CONDUCT**

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- Work safely and responsibly and be aware of responsibility for own actions and behaviour. Avoid any conduct which would lead any reasonable person to question their motivation and intentions.**
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people.**
- Avoid contact with children. Never give your personal contact details to children or young people, including mobile telephone number**
- Work and be seen to work, in an open and transparent way.**
- Never be in contact with children without school supervision**
- Stay within the agreed work area and access routes**
- Obtain permission if you need to go outside the agreed work area or access routes.**
- Keep staff informed of where you are and what you are doing**
- Do not use profane or inappropriate language**
- Dress appropriately i.e. dress in a way such that:**
  - **It is not likely to be viewed as offensive, revealing, or sexually provocative.**
  - **Does not distract, cause embarrassment or give rise to misunderstanding**
  - **Is absent of any political or otherwise contentious slogans**
  - **Is not considered to be discriminatory and is culturally sensitive**
- Observe the code at all times**
- Remember your actions no matter how well intentioned could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.**
- Any safeguarding concern in relation to a child should be reported to a Designated Safeguarding Lead (Mrs Pannu, Mrs Baker, Mrs Kullar or Mr Singh)**

## CHECKS ON 'CONTRACTORS WORKING ON SCHOOL PREMISES

CONTACT WITH PUPILS	RECOMMENDED MEASURES	HEADTEACHER / DESIGNATED PERSON RESPONSIBILITIES
<p><b>Nil</b> [e.g. Works undertaken on a separate site, during out of hours or in school holiday periods]</p>	<ul style="list-style-type: none"> <li>• Contractors to comply with code of conduct</li> <li>• Contractors to sign in and out of premises</li> <li>• Contractors to wear Company ID at all times</li> <li>• <b>No DBS required</b></li> </ul>	<ul style="list-style-type: none"> <li>• Requires contractor(s) to adopt code of conduct</li> <li>• Requires to contractor(s) sign in and out of premises</li> <li>• Requires contractor(s) to wear ID on site</li> </ul>
<p><b>Minimal</b> [Where Contractors are segregated from pupils and any contact that does occur is supervised e.g. new build and major repair projects, emergency repairs]</p>	<ul style="list-style-type: none"> <li>• Segregate, where possible</li> <li>• Supervise any contact</li> <li>• Contractor(s) to comply with code of conduct</li> <li>• Contractor(s) to sign in and out of premises</li> <li>• Contractor(s) to wear Company ID at all times</li> <li>• <b>DBS required</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensures segregation arrangements in place, where possible</li> <li>• Ensures arrangements for any contact to be supervised</li> <li>• Requires contractor(s) to adopt code of conduct</li> <li>• Requires contractor(s) to sign in and out of premises</li> <li>• Requires contractor(s) to wear ID on site</li> </ul>
<p><b>Regular</b> [e.g., Where Contractors are segregated from pupils but there is likely to be regular supervised contact, e.g. foremen liaising with schools on new build or major repair projects, service engineers making routine maintenance visits]</p>	<ul style="list-style-type: none"> <li>• Segregate, where possible</li> <li>• Supervise any contact</li> <li>• Contractor(s) to comply with code of conduct</li> <li>• Contractor(s) to sign in and out of premises</li> <li>• Contractor(s) to wear Company ID at all times</li> <li>• <b>DBS required</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensures segregation arrangements in place, where possible</li> <li>• Ensures arrangements for any contact to be supervised</li> <li>• Requires contractor(s) to adopt code of conduct</li> <li>• Requires contractor(s) to sign in and out of premises</li> <li>• Requires contractor(s) to wear ID on site</li> <li>• Ensures any required DBS checks are completed before works start</li> <li>• Reviews and amends arrangements to accommodate any change</li> </ul>

**PLEASE AMEND ACCORDINGLY AND PRINT ON LETTERHEAD****Date**

Dear Headteacher

**Letter of Assurance: Safeguarding (Child Protection) and Recruitment Clearances**

**[Name of Company]** can confirm it complies with safer recruitment processes and on-going employment checks for as follows:

*(Please tick or write 'N/A' where applicable)*

Photographic ID has been checked		Proof of Address has been checked	
Evidence of right to work in the UK has been checked		Criminal overseas checks have been conducted (where applicable)	
Evidence of relevant qualifications has been seen (where applicable)		DBS checks have been conducted as detailed below	
Barred list checks have been carried out for all staff in regulated activity (where applicable)			

**Disclosure and Barring Service**

Staff have a basic/enhanced\* DBS clearance which covers the following;

- Any policy records of convictions, cautions, reprimands and warnings.
- Information from the list held under Section 142 of the Education Act 2002.
- Children's Barred List information – this would show if an applicant is Barred from working with children\*.
- Any other relevant information disclosed at the Chief Police Officer(s) discretion. Under this section would be noted "soft information".

\*Delete as applicable

Where employees do not hold an Enhanced DBS Check, we will inform school accordingly and arrange for works to either be carried outside of school hours or supervised by another employee who has undergone an enhanced DBS check.

I can confirm that employees attending school during the course of their employment will produce photographic identification for verification purposes. Should employees be unable to produce photographic identification, please contact **[Name, Position and Contact Details]**.

Yours sincerely

**Name**  
**Job Title**