



# ST GREGORY'S CATHOLIC HIGH SCHOOL

Contractors  
Working in and for St Gregory's Catholic High  
School

September 2020  
Review Date: September 2021

## **1.0 SUMMARY**

This guidance is to ensure the effective safeguarding of children where contractors are working in the school.

## **2.0 SCOPE**

This guidance is intended for use where contractors are employed to work in the school.

## **3.0 OBJECTIVES**

The objective of this guidance is to ensure that effective systems are put in place to safeguard children when work is undertaken on school premises.

## **4.0 INTRODUCTION**

St Gregory's Catholic High School has a responsibility to safeguard and promote the welfare of children and vulnerable adults in its care.

The guidance is mainly designed for those who are employed to work with children and vulnerable adults.

However, 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.

This guidance considers what arrangements should be employed by Headteachers, persons responsible for implementing safeguarding procedures and Premise Managers where contractors are employed to work at their 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**

Governing Bodies, Headteachers, Senior Management, Premise Managers and ALL school staff are responsible for the safeguarding of the children and vulnerable adults in their care. They are 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 and vulnerable adults. The measures adopted shall be proportionate to the risk.

Safeguarding measures to be considered will include the following:

1) **Segregate**

To avoid contact\* between contractors and pupils as far as is reasonably possible

2) **Supervise**

To supervise any contact that does take place with a member of staff or a suitably vetted volunteer

3) **Code of Conduct**

To require contractors to observe a code of conduct

4) **Regulate Access**

To regulate access to the premises

5) **Security Checks**

To undertake security checks or ask to see evidence of checks carried out by employers where appropriate.

\*Contact in this context means any opportunity for contractors' staff to converse with pupils or to communicate with them in any other way, e.g. by passing messages, without a member of staff or suitably vetted volunteer being able to monitor the contact and intervene where necessary.

## **6.1 Segregate**

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

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

For larger projects lasting a number of weeks physical separation would normally be achieved by the contractors' staff working within secure areas behind fencing, hoardings, barriers and the like where pupils would be excluded in relation to health and safety.

Outside such secure areas separation can be maintained by confining the movements of the contractors' staff to specific areas and to specific times so as to avoid contact at all times during and immediately before and after the school day. The route and area of work will be agreed prior to any work commencing in confirmed agreement with the Head Teacher or Premise Manager.

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 the contractors' staff and pupils occur then it should be supervised by a member of school staff or agreed and cleared volunteer.

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 put in place to segregate contractors' staff from pupils as much as is possible. However, where such measures to segregate are in place but some contact may occur between contractors' staff and pupils then any such contact should always be supervised by a member of staff or agreed and cleared volunteer.

As noted above, 'contact' shall be taken to mean any opportunity for contractors' staff to converse with pupils or to communicate with them in any other way, e.g. by passing messages, without a member of staff or agreed and cleared volunteer being able to monitor the contact and to intervene where necessary.

'Supervise' will be taken to mean the ability for a member of staff or agreed and cleared volunteer to monitor conversation or communication of any kind between contractors' staff and pupils and to intervene where necessary.

The requirement to supervise can be limited to the times when contact is likely to occur, e.g. at break times, class changeover times and at the beginning and at the end of the school day. It is not necessary to monitor the building works themselves, only any contact that might take place between the contractors' staff and pupils.

### 6.3 Code of Conduct

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

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

The code of conduct for contractors will be:

- a) Avoid contact with children
- b) Never be in contact with children without school supervision
- c) Stay within the agreed work area and access routes.
- d) Obtain permission if you need to go outside the agreed work area or access routes.
- e) Keep staff informed of where you are and what you are doing.
- f) Do not use inappropriate language, pass inappropriate comments or have inappropriate 'banter' with pupils.
- g) Do not bring inappropriate printed material onto the school site.
- h) Dress appropriately – shirts to be worn at all times.
- i) Never make suggestive remarks or gestures to either a pupil directly or in the vicinity of pupils.
- j) Remember your actions no matter how well intentioned could be misinterpreted
- k) Observe the code at all times
- l) Only be on site within agreed times and order deliveries within these times

Any order or contract for works or building contract should be agreed with a clear condition that failure to observe the code will entitle the school to exclude a member of contractors' staff from the premises.

To ensure the effectiveness of any code it shall be:

- a) Issued to contractors when quotations or tenders are invited
- b) Stated as a condition on any order for works or building contract
- c) Confirmed that it has been read and understood by means of completion of the DBS contractors check list (end column)

Additionally, where appropriate, the code should be:

- d) Highlighted in any pre- start meetings
- e) Posted on the building site
- f) Included as part of any contractors site safety briefings
- g) Issued to contractors' staff in the form of a card (Appendix 1). Where this action is necessary the contractor will sign to confirm they have received and understood the code of conduct.

#### 6.4 Identify

To ensure that as far as possible only cleared and agreed personnel are given access, a means of identification is agreed with contractors in advance of any works taking place.

The means by which contracting staff are identified will be determined in each case to suit the location and nature of the work being undertaken.

The methods in use will be:

- a) ID badges
- b) Photo ID
- c) **Contractors signing in book with signatures being checked against school records if already known on site, or produce required documents if first visit.**

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

#### 6.5 Checks

Whether or not contractors' staff should be DBS checked should be determined by an assessment of whether the work they will be undertaking on the school site will be regular or not.

**Regular Work** is defined in the Department for Education's *Safeguarding Children's Guidance* as work undertaken three or more times in a 30-day period, or once a month for three months or more, or overnight

The assessment should take account of the likely amount of contact that the contractors' staff might have with pupils, given that measures to segregate should already be in place.

Accordingly, DBS checks would not be required where there would be no contact between contractors' staff and pupils; for example, where a building was being built on a separate site, or where the works were to be undertaken outside school hours or during school holidays. However at least 1 person (normally the contractors' site manager) would have responsibility for their personnel. This person as a minimum would require DBS clearance.

Where a member of the contractors' staff is likely to have regular contact with pupils then it will be a requirement to ensure that an individual has had a DBS check in addition to measures to supervise any contact. For example, a DBS check will be required where a contractors' representative (e.g. foreman, site manager, etc.) needs to liaise with school staff on a day to day basis.

A check may also be considered appropriate in the case of a contractors' representative where such staff are responsible for ensuring compliance with other safeguarding measures such as segregation, identification, code of conduct etc.

Similarly, where contractors' staff regularly visit the school to undertake routine maintenance (boilers, electrical tests and the like) then a DBS check will be required in addition to measures to supervise any contact.

**However, under no circumstances should a member of a contractor's staff be allowed to have any unsupervised contact with pupils, even those who have been DBS cleared.**

Contractors are required to ensure that all the necessary safer recruitment checks have been carried out on all the employees they send or supply to schools who will be working regularly in or for the school before they undertake that work. They are also required to provide schools with the names of those who will be working regularly at the school, notify schools that they have carried out the necessary safer recruitment checks on each of the relevant individuals and that they know of no reason why any of the individuals concerned are not suitable to work with children.

The Safer Recruitment checks that contractors are required to carry out on employees who will be working regularly in or for the school are the same as schools themselves are required to carry out:

- DBS Disclosure check;
- References and
- Interviews

They are also expected to carry out the other, usual, recruitment checks (identity, qualification, professional status, right to work in the UK and health checks).

The School has the right to ask to see the DBS Disclosures of individuals sent to schools by contractors who will be working regularly in or for the school. This will be done in general by the completion of a DBS check pro forma which will ask for:

- a) Individual names
- b) DBS number
- c) Expiry date (note that should be 3 years from clearance)
- d) Whether DBS check is clear or a recorded incident
- e) Confirmation that the individual has read and understood the code of conduct

## **7.0 PLANNING**

The safeguarding measures should be determined and agreed with the contractor well in advance of any works starting on site, enabling sufficient time for school staff to be briefed on the supervision required and on the access arrangements agreed with contractor.

## **8.0 SUMMARY**

Wherever any type of 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 or suitably vetted volunteer.

Other steps such as codes of conduct, identification and checks should be considered as supplementary measures where appropriate.



## **APPENDIX 1**

### **CONTRACTORS IN SCHOOLS CODE OF CONDUCT**

- Avoid contact with children
- 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 inappropriate language, pass inappropriate comments or have inappropriate 'banter' with pupils.
- Do not bring inappropriate printed material onto the school site
- Dress appropriately – shirts to be worn at all times
- Never make suggestive remarks or gestures to either a pupil directly or in the vicinity of pupils.
- Remember your actions no matter how well intentioned could be misinterpreted
- Observe the code at all times

## APPENDIX 2: CHECKS ON CONTRACTORS WORKING IN SCHOOLS

| CONTACT WITH PUPILS  | RECOMMENDED MEASURES   | HEADTEACHER /DESIGNATED PERSON RESPONSIBILITIES   |
|--|--|---|
| <p><b>Nil</b><br/>[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' staff to comply with code of conduct</li> <li>• contractors' staff to sign in and out of premises</li> <li>• contractors' staff to wear Company ID at all times</li> <li>• no DBS other than contractors site representative required</li> </ul>   | <ul style="list-style-type: none"> <li>• undertakes a risk assessment</li> <li>• requires contractor to adopt code of conduct</li> <li>• requires to contractor sign in and out of premises</li> <li>• requires contractor to wear ID on site</li> </ul>  |
| <p><b>Minimal</b><br/>[where contractors' staff are segregated from pupils and any contact with pupils will not be 'regular']</p>  | <ul style="list-style-type: none"> <li>• segregate</li> <li>• supervise any contact at all times</li> <li>• contractors' staff to comply with code of conduct</li> <li>• contractors' staff to sign in and out of premises</li> <li>• contractors' staff to wear Company ID at all times</li> <li>• no DBS required</li> </ul>   | <ul style="list-style-type: none"> <li>• undertakes a risk assessment</li> <li>• agrees arrangements with contractors</li> <li>• ensures segregation arrangements in place</li> <li>• ensures arrangements for any contact to be supervised</li> <li>• requires contractor to adopt code of conduct</li> <li>• requires contractor to sign in and out of premises</li> <li>• requires contractor to wear ID on site</li> <li>• reviews and amends arrangements to accommodate any change</li> </ul>   |
| <p><b>Regular</b><br/>[e.g., where contractors' staff cannot be fully segregated from pupils and there will (or it is possible there will) be opportunity for 'regular' contact with pupils]</p> | <ul style="list-style-type: none"> <li>• segregate</li> <li>• supervise any contact</li> <li>• contractors' staff to comply with code of conduct</li> <li>• contractors' staff to sign in and out of premises</li> <li>• contractors' staff to wear Company ID at all times</li> <li>• DBS checks required (together with other appropriate safeguarding checks: identity and reference checks and interviews (by the Contractor)) prior to the individual starting work on the school site</li> </ul> | <ul style="list-style-type: none"> <li>• undertakes a risk assessment</li> <li>• agrees arrangements with LA if LA contractors to be used</li> <li>• ensures segregation arrangements in place</li> <li>• ensures arrangements for any contact to be supervised</li> <li>• requires contractor to adopt code of conduct</li> <li>• requires contractor to sign in and out of premises</li> <li>• requires contractor to wear ID on site</li> <li>• ensures DBS check and other appropriate safeguarding checks have been completed before worker starts</li> <li>• reviews and amends arrangements to accommodate any change</li> </ul> |

