

ARNOLD LODGE



4 - 18 yrs Co-educational Independent Day School



Little
LODGE

0 - 4 YEARS CO-EDUCATIONAL DAY NURSERY

Safeguarding Procedure for Visitors & Visiting Contractors

**Approved by the Headteacher: Autumn Term
25**

Reviewed Annually

Next review date: Autumn Term 26

1.0 SUMMARY

This guidance has been drawn up to ensure the effective safeguarding of children where contractors are used in schools or at premises caring for children. This guidance applies to all contractors and visitors.

2.0 SCOPE

This guidance is intended for use where either Schools employ contractors to construct new accommodation, undertake routine maintenance or emergency repairs. This guidance will also apply to consultants employed on the building or maintenance project, and the term contractor shall mean 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 in premises.

4.0 INTRODUCTION

All early years and school providers in England have a statutory responsibility to safeguard and promote the welfare of children and young people in their care under the EYFS Statutory Framework 2025 and the Education Act 2002.

The Department for Education (DfE) has issued statutory guidance:

- 'Keeping Children Safe in Education' (KCSIE) - applicable to all pupils aged 4-18
- 'Working Together to Safeguard Children' - applicable to all children and young people
- EYFS Statutory Framework 2025 - applicable to early years provision

This procedure ensures compliance with:

- EYFS paragraphs 3.13, 3.15, and 3.17 regarding the suitability of people who have contact with children in our early years provision
- Part 3 of KCSIE regarding safer recruitment and pre-appointment checks for all staff and volunteers across Arnold Lodge School (ages 4-18)

Arnold Lodge School is committed to safeguarding all pupils from our Little Lodge Nursery through to Sixth Form.

The guidance is mainly concerned 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, maintenance companies, delivery personnel and the like.

It cites examples of good practice where contact is on an ad hoc or irregular basis and indicates where DBS (Disclosure and Barring Service) checks are not required (Appendix 1).

This guidance considers what arrangements should be employed by Head teacher's and premises 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 Executive Headteacher has designated as the person responsible for safeguarding children at the school

* The Children Acts 1989 & 2004; the Education Act 2002

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 and vulnerable adults 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 and vulnerable adults. 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 in their security risk assessment:

- 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 volunteer
- 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.

* 'Contact' in this context 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 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 non-vetted 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 building 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 normally be excluded for routine health and safety concerns.

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 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 to show where and at what times during the day access will be permitted would be useful.

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, using the principles illustrated in Appendix 2. Should any contact between the contractors' staff and pupils occur then it should be supervised by a member of staff or suitably vetted 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 instigated to segregate non-vetted contractors' staff from pupils as much as is possible not just in the context of this document but also for H&S reasons.

However, where such measures to segregate are in place but some contact may occur between non-vetted contractors' staff and pupils then any such contact should always be supervised by a member of staff or suitably vetted 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 suitably vetted 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 suitably vetted 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 all contractors (both vetted and non-vetted) what might be considered inappropriate behaviour.

It will enable any inappropriate behaviour to be recognized and challenged by all concerned. As suggested code of conduct for contractors would be:

- 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
- 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.

Any order for works or building contracts should be let with a clear condition that failure to observe the code will entitle the school to exclude a member of a contractors' staff from the 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/educational establishment 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 the building site
- f) Posted on the school staff notice board
- g) Included as part of any contractors site safety briefings
- h) Issued to contractors staff in the form of a card (the 'Blue Card' Appendix 3)

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 photo ID, these shall be worn and be visible at all times when the contractor is on the site.

Typical methods may include:

- a) ID badges
- b) Photo ID
- c) Branded workwear
- d) Signing in book

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 undergo an Enhanced DBS check should be determined by a suitable risk assessment undertaken by the school.

The risk assessment should take account of the likely amount of contact that the contractors' staff might have with pupils, and after other measures such as segregation and supervision have been considered.

In some cases where measures to segregate and supervise are in place it may still be necessary to consider checks.

Enhanced DBS checks (including barred list checks) should be obtained where contractors:

- Have frequent contact with children
- Have prolonged contact with children
- Work regularly at the setting (e.g., weekly maintenance visits)
- Have a role supervising other contractors' compliance with safeguarding

Where contractors hold a valid enhanced DBS check with barred list check from another organisation, the setting may:

- View the original DBS certificate
- Obtain a Letter of Assurance from the contractor's employer confirming the check
- Check the DBS Update Service (with the contractor's consent) if they are subscribed

CRITICAL: Under no circumstances should any contractor have unsupervised contact with children, even if they hold an enhanced DBS check.

(Where checks are necessary then the contractor must confirm in writing to the school/educational provider that these are in place and the nature of these checks by way of a Letter of Assurance which includes DBS number, date, barred list confirmation).

VOLUNTEERS

Volunteers who work unsupervised with children must have an enhanced DBS check including barred list check.

Volunteers who are supervised at all times and do not provide personal care do not require a DBS check, but must:

- Never be left alone with children
- Be supervised by a staff member who can monitor all interactions
- Follow the same Code of Conduct as contractors

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, 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 start.

8.0 SUMMARY

Wherever any type of building 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 or suitably vetted volunteer.

Other steps such as codes of conduct, identification and Enhanced DBS checks including barred list checks should be considered as supplementary measures where appropriate.

APPENDIX I

Copy extract's from 'Keeping Children Safe in Education (KCSIE)*' (DfES Publications: www.everychildmatters.gov.uk / www.teachernet.gov.uk):

*Please note this document is current being revised.

Building Works:

4.74

Children should not be allowed in areas where builders are working, for health and safety reasons, so these workers should have no contact with children. However schools and FE colleges should ensure that arrangements are in place with contractors, via the contract where possible, to make sure that any of the contractors' staff that come into contact with children undergo appropriate checks.

See paragraph 4.23 for emergency call out contractors.

Emergency call out contractors / service visits:

4.23

It is not necessary to obtain a DBS Disclosure for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time....However, it is good practice to ensure that visitors sign in and out, and are escorted whilst on the premises by a member of staff or appropriately vetted volunteer. Examples of people who do not need to apply for a DBS Disclosure include:

- Visitor's who have business with the headteacher, principal or other staff or whom have brief contact with children with a member of staff present;
- Visitors or contractors who come on site only to carry out emergency repairs or service equipment and who would not be expected to be left unsupervised on school premises
- People who are on site before or after school or college hours and when children are not present

**CONTRACTORS IN SCHOOLS CODE OF CONDUCT
'BLUE CARD'**

1. 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 your motivation and intentions.
2. It is the responsibility of all adults to safeguard and promote the welfare of children and young people. If you have any concerns about the safety or welfare of a child in school, you must report this to your school contact.
3. Avoid contact with children. Never give your personal contact details to children or young people, including mobile telephone number.
4. Work and be seen to work, in an open and transparent way.
5. Never be in contact with children without school supervision.
6. Stay within the agreed work area and access routes. Obtain permission if you need to go outside the agreed work area or access routes.
7. Keep staff informed of where you are and what you are doing.
8. Do not use profane or inappropriate language.
9. 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.
10. Observe the code at all times.
11. Remember your actions, no matter how well intentioned, could be misinterpreted.
Avoid placing yourself in vulnerable situation

Declaration to be signed by Contractors

I _____, of, _____

Address _____

have read and understood the Contractors in School Code of Conduct.

Signed _____

Date _____

APPENDIX 3

CHECKS ON CONTRACTORS

CONTACT WITH PUPILS	RECOMMENDED MEASURES	EXECUTIVE HEADTEACHER /DESIGNATED PERSON RESPONSIBILITIES
<p>Nil</p> <p>[e.g. works undertaken on a separate site, during out of hours or in school holiday periods]</p>	<ul style="list-style-type: none"> • contractors' staff to comply with code of conduct • contractors' staff to sign in and out of premises • contractors' staff to wear Company ID at all times • <u>no</u> DBS required 	<ul style="list-style-type: none"> • undertakes a risk assessment • requires contractor to adopt code of conduct • requires to contractor sign in and out of premises • requires contractor to wear ID on site
<p>Minimal</p> <p>[where contractors' staff are segregated from pupils and any contact that does occur is supervised e.g. new build and major repair projects]</p>	<ul style="list-style-type: none"> • segregate • supervise any contact • contractors' staff to comply with code of conduct • contractors' staff to sign in and out of premises • contractors' staff to wear Company ID at all times • <u>no</u> DBS required (may be necessary for some individuals in particular area's) 	<ul style="list-style-type: none"> • undertakes a risk assessment • agrees arrangements with LA if LA contractors to be used • ensures segregation arrangements in place • ensures arrangements for any contact to be supervised • requires contractor to adopt code of conduct • requires contractor to sign in and out of premises • requires contractor to wear ID on site • reviews and amends arrangements to accommodate any change

CONTACT WITH PUPILS	RECOMMENDED MEASURES	HEADTEACHER /DESIGNATED PERSON RESPONSIBILITIES
<p>Regular</p> <p>[e.g., where contractors’ staff 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"> • segregate • supervise any contact • contractors’ staff to comply with code of conduct • contractors’ staff to sign in and out of premises • contractors’ staff to wear Company ID at all times • consider DBS (undertake a risk assessment) 	<ul style="list-style-type: none"> • undertakes a risk assessment • agrees arrangements with LA if LA contractors to be used • ensures segregation arrangements in place • ensures arrangements for any contact to be supervised • requires contractor to adopt code of conduct • requires contractor to sign in and out of premises • requires contractor to wear ID on site • ensures any required Enhanced DBS checks including barred list checks are completed before works start • reviews and amends arrangements to accommodate any change