



Redborne Upper School

Safeguarding and External Contractors Policy

This policy will be evaluated and reviewed every three years by the Andrew French (Deputy Headteacher: Business and Finance)

This policy is available, on request, to parents and carers, the LA and Ofsted through the Headteacher.

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Safeguarding and External Contractor Policy

1. Guidelines

1.1 Planned work includes contracts for works such as:

new buildings, extensions, roof repairs, boiler renewals, window renewals, re-wiring, IT installation i.e. where the work is planned and the contractor will be undertaking works over a period of weeks with various trade persons attending.

1.2 Routine Service Visits includes service contracts for:

boiler maintenance, fire alarm and emergency lighting checks, legionella checks, electrical tests, intruder alarms, gas heater maintenance ie where usually the contractor's visit is planned and will be undertaking works over a period of hours or a couple of days involving a single or only a small number of workers.

1.3 Emergency Call Outs includes contracts for works such as:

reactive maintenance, emergencies (eg window breakages, plumbing/electrical repairs) ie where the contractor's visit is unplanned and would normally be undertaking works over a period of hours involving a single or small number of workers.

2. Supervision and contact

2.1 Works shall be arranged so that contact between the contractors' staff and children/young people will be avoided so far as is practicable. The work area must be cordoned off where possible to prevent children/young people entering the work area. The contractors' staff will be instructed to stay within the confines of the work area wherever possible.

2.2 If contact with children/young people cannot be avoided then the contractors' staff must be supervised and escorted whilst on the premises by a member of staff or appropriately vetted volunteer, wherever possible. Where this is not possible or practical, children and young people who come into contact with the contractor must be supervised at all times by a member of staff or vetted volunteer.

2.3 Contractors must never have unsupervised contact with children/young people (even if they have a DBS certificate).

2.4 Wherever possible, children and young people should be made aware that contractors are working on site. If contact cannot be avoided then the contractors should be supervised by a member of staff or appropriately vetted volunteer, wherever possible. When this is not possible or practical, children and young people who come into contact with the contractor must be supervised at all times by a member of staff or vetted volunteer.

2.5 The essence of the guidance is to segregate or supervise.

3. Redborne's Code of Conduct

3.1 All external contractors must adhere to Redborne's Code of Conduct (see appendix 1).

3.2 This code of conduct should be written into the building contract, form part of the pre-contract meeting agendas, displayed on site and where appropriate issued in card form to site workers.

3.3 The intention is for staff from both the contracting organisation and the contractor to understand what is considered to be acceptable behaviour.

3.4 If this is understood then either party can report any contact or activity that falls outside its scope to the contracting organisation for appropriate steps to be taken.

3.5 The Governing Body and School management will exercise its right to exclude any contractors' staff from the site who fail to observe this code of conduct.

Appendix 1: Code of Conduct for Contractors undertaking working at Redborne Upper School

1. observe this code at all times
2. stay within the confines of the agreed site or work area
3. individuals should always display a means of ready personal identification
4. obtain consent if access is required outside the site or work area
5. use only the agreed access routes
6. obtain consent if alternative access routes are required
7. avoid contact with children/young people
8. NEVER be in contact with children/young people without the contracting organisation's supervision
9. if you are spoken to by a child/young person, be polite but do not engage in lengthy conversation
10. if spoken to by a child/young person, avoid over familiar physical contact (the actions of a 'touchy feely' person could be easily misinterpreted or misconstrued)
11. do not initiate lengthy conversation with the children/young people
12. do not use inappropriate or profane language
13. dress appropriately – shirts to be worn at all times (eg no bare chests)
14. keep staff informed of where you are and what you are doing
15. report any matters out of the ordinary or of concern, involving children/young people, immediately to the site manager
16. do not give out addresses or mobile phone numbers to the children/young people
17. do not arrange to meet with children/young people either inside or outside of the organisation site
18. do not offer to buy items from children/young people
19. do not sell items to children/young people
20. do not bring alcohol on the school's site
21. do not join in games with children/young people
22. do not share food or drinks with children/young people (think of allergies and grooming implications)
23. remember that your actions no matter how well-intentioned could be misinterpreted