

## **POLICY ON SAFEGUARDING AND EXTERNAL CONTRACTORS**

Contractors will be obliged to follow the 'Code of Conduct' (see Appendix I).

### **Planned Works**

This includes contracts for works such as:

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

### **Routine Service Visits**

This 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.

### **Emergency Call Outs**

This 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.

### **Policy**

When contractors are engaged to work on the school site:

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

- 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. The essence of the guidance is to 'SEGREGATE OR SUPERVISE' and this policy currently will be reviewed on an annual basis.

## **APPENDIX I**

### **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

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.

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

### **Monitoring, Evaluation and Review**

This policy will be monitored, evaluated and reviewed annually by the Business Manager, the Designated Teacher for Safeguarding and the Senior Leadership Team.

### **Dissemination of the Policy**

This policy is available on the school website, on request to parents, the LA and OFSTED through the Head Teacher. Staff will have access to the full policy in Staff files.

Date approved by governors	2020
Date for review	2023