

Consultants and Contractors - Safeguarding



A very warm welcome to our school. We take our responsibility to keep children safe seriously and the following guidance will make clear the school's expectations of any visitors whilst on site.

Rationale

1. The purpose of this guidance is to ensure that the pupils in our school are safe and that visitors to the school are aware of the strict protocols for safe working which must be observed; these protocols help to keep pupils and visitors protected by ensuring that adults know what is expected of them. The guidance is intended to apply to all adult visitors entering the school who are not employees; employees are bound by a separate Code of Conduct.

Access to the School

2. Access to the school must be agreed in advance and approved by the Headteacher or Deputy Headteacher. The Headteacher reserves the right to remove any person from the school premises under section 547 of the Education Act 1996.
3. The Headteacher is responsible for the safety of the children in her care and so they will be the ultimate authority for anyone working on the school site. In the absence of the headteacher, the Deputy Headteacher will authorise and arrange supervision of a contractor's visit which will include decisions about DBS clearance checks or any risk assessments.
4. Site and premises staff cannot give contractors permission to carry out work without authorisation from the headteacher. Risk assessments, including hot working, must be signed off by the Headteacher at least 24 hours before any work commences.

Recording Visitors on Site

5. All contractors must sign in the visitors' book clearly, and sign out.
6. Consultants, therapists, medical visitors and clergy must work with senior or other staff at all times
7. Adults working with pupils in any capacity must complete the school's safeguarding training
8. Visiting professionals will be given permission to work in shared school spaces and will be given 'Professional Visitor' badges which allow access across the school sites.

Segregated and Supervised Visits

9. Contractors **MUST** either:
 - a. **Be SEGREGATED to avoid contact with pupils wherever possible:**
 - i. The work area may be physically closed off to pupils and no pupils are in the vicinity
 - ii. May work only on the site at a time when there are no pupils present or under close supervision
 - iii. Must never use mobile recording devices or take photographs unless supervised by a member of staff and that they are downloaded onto school computers before leaving, e.g. by email
 - b. **Or SUPERVISED if it is not practically possible to segregate them:**
 - i. Consultants must be supervised at all times by a member of the school staff
 - ii. Supervision must include vetting conversations and any written messages. Supervisors must be prepared to intervene when necessary
 - iii. Mobile technologies may not be used by contractors without permission when on site
 - iv. It is important that supervisors are clear that they are there to monitor contact with children and not the building works.
 - v. Visitors are required to wear a visitor's badge at all times

10. Enhanced DBS and Police Referrals

- a. An enhanced DBS clearance is required from all contractors working in the school
 - i. **We shall report to the police, any visitor who includes on their workforce a person who has a conviction or warning that stops them working in the proximity of children or might cause them to be added to the sex offenders register**
 - ii. Emergency engineers must have constant supervision by school staff
 - iii. Hot working, methodology statements, and other risk assessments must be submitted in advance of works being carried out.

General Rules for Visitors and Contractors



1. Avoid contact or communication with pupils (unless you are an educational visitor)
2. Do not use mobile telephones on site
3. Do not use any recording equipment without permission (e.g. cameras, telephone cameras or video/audio devices)
4. Only visit areas of the school for which permission has been granted
5. Use appropriate language - do not swear
6. Appropriate clothing and safety equipment must be worn at all times
7. A visitors badge must be worn at all times
8. You are required to sign in and sign out
 - a. Your name must be written legibly
 - b. A photographic ID card must be shown when you sign in, or your identity confirmed
9. **When you sign in, you declare that you are not on the sex offenders' register, are not debarred from working in close proximity with children or vulnerable adults and have a current DBS clearance**
10. Eating and drinking is not permitted outside of the staffroom without permission of senior staff
11. Smoking or the consumption of alcohol is not permitted anywhere on site or in the vicinity around the site e.g. the church area
12. Only senior staff can confirm or authorise your work, not site management staff. Speak to the Assistant Headteacher, Deputy Headteacher, or Head teacher if you have any queries
13. If a fire alarm sounds, please use the nearest fire exit and assemble in the playground and wait for instructions from the SLT
14. **If you are worried about a child during your visit, or see something you are not sure about, ask to speak to the Designated Senior Person - Mrs Tramoni or Ms Valentin or Mrs Larson in her absence.**

Signed:
Name:

Dated:
Company: