

West Midlands UTC

Safeguarding Policy Appendix: Safeguarding and External Contractors

This appendix accompanies the Safeguarding Children Policy where external contractors are required.

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Comments	This appendix elaborates on elements referred to within the Safeguarding Policy.		
Monitoring, Evaluation and Review	The Governing Body will review this document alongside the safeguarding policy and assess its implementation and effectiveness in consultation with key stakeholders. Monitoring and Evaluation shall be conducted alongside the safeguarding policy. In addition, the Director of Finance and Operations shall monitor the implementation of this appendix in conjunction with the Vice Principal and report to the Principal and governors immediately any concerns or adjustments that must be made.		

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1. Definition

This appendix describes the policy for ensuring that external contractors meet the safeguarding requirements of the UTC. External contractors may visit for the following reasons:

1.1. Planned Works

This 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

This includes service contracts for:

Boiler maintenance, fire alarm and emergency lighting checks, legionella checks, electrical tests, intruder alarms, gas heater maintenance i.e. 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

This includes contracts for works such as:

Reactive maintenance, emergencies (e.g. window breakages, plumbing/electrical repairs) i.e. 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.

DfE Guidance: It is not necessary to obtain a DBS certificate for visitors who will only have contact with children on an adhoc or irregular basis for short periods of time, or secondary students undertaking voluntary work or work experience in other schools. 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.

2. Guidance

When contractors are engaged to work on the school site:

- 2.1.** All contractors visiting the UTC site must wear an appropriate visitors badge at all times. Contractors who are found not to be wearing an appropriate visitors badge must be escorted by a member of staff to the main reception immediately for identify checking and issuing of a visitor badge or escorting from the site if identity cannot be verified.
- 2.2.** 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.
- 2.3.** 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 and/or appropriate DBS checks made and vetting conducted. 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.
- 2.4.** Contractors must never have unsupervised contact with children/young people (even if they have an enhanced DBS certificate).

2.5. 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'.

3. Code of Conduct for Contractors undertaking work at West Midlands UTC

All contractors must:

- 3.1.** Observe this code at all times
- 3.2.** Stay within the confines of the agreed site or work area
- 3.3.** Obtain consent if access is required outside the site or work area
- 3.4.** Use only the agreed access routes
- 3.5.** Obtain consent if alternative access routes are required
- 3.6.** Avoid contact with children/young people
- 3.7.** NEVER be in contact with children/young people without the contracting organisation's supervision
- 3.8.** If you are spoken to by a child/young person, be polite but do not engage in lengthy conversation
- 3.9.** 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)
- 3.10.** Do not initiate lengthy conversation with the children/young people
- 3.11.** Do not use inappropriate or profane language
- 3.12.** Dress appropriately – shirts to be worn at all times (i.e. No bare chests)
- 3.13.** Keep UTC staff informed of where you are and what you are doing
- 3.14.** Report any matters out of the ordinary or of concern, involving children/young people, immediately to the site manager
- 3.15.** Do not give out addresses or mobile phone numbers to the children/young people
- 3.16.** Do not arrange to meet with children/young people either inside or outside of the organisation site
- 3.17.** Do not offer to buy items from children/young people
- 3.18.** Do not sell items to children/young people
- 3.19.** Do not bring alcohol on the school's site
- 3.20.** Do not smoke on the UTC grounds (this includes the use of e-cigarettes)
- 3.21.** Do not join in games with children/young people
- 3.22.** Do not share food or drinks with children/young people (think of allergies and grooming implications)
- 3.23.** Remember that your actions no matter how well-intentioned could be misinterpreted

This code of conduct will 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 UTC leadership will exercise its right to exclude any contractors' staff from the site who fail to observe this code of conduct.

5. Examples of people who do not need to apply for a DBS certificate include:

- Visitors who have business with the Principal, or other staff or who 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
- Volunteers or parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who only help at specific one off events eg a sports day, school fête, college open day
- Secondary students in Key Stage 4 work experience in other schools or nursery classes, secondary students undertaking work in another school or as part of voluntary service, citizenship or vocational studies, or Key Stage 5 or sixth form students in connection with a short careers or subject placement. In these cases the school placing the pupil should ensure that s/he is suitable for the placement in question
- People who are on site before or after school or college hours and when children are not present