<table>
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Contractors will be obliged to follow the ‘Code of Conduct’ (see Appendix 2).

**Planned Work**

This includes contracts for work 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.

**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.

**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.

**Policy**

When contractors are engaged to work at a College campus:

1. Works shall be arranged so that contact between the contractors’ staff and student or visitors will be avoided so far as is practicable. The work area must be cordoned off where possible to prevent students or visitors 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 students or visitors 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, students or visitors 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 students or visitors (even if they have a DBS certificate).

4. Wherever possible, students/staff and visitors should be made aware that contractors are working on site wherever possible. 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, students and visitors 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 1

Building Works
Students should not be allowed in areas where builders are working, for health and safety reasons, so these workers should have no contact with students. However, the college will 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 students undergo appropriate checks.

Emergency call out contractors/service visits

It is not necessary to obtain a DBC certificate for visitors who will only have contact with students 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 DBC certificate include:

- Visitors who have business with the Principal, or other staff or who have brief contact with student 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 college premises
- Volunteers or parents who only accompany staff and students on one off outings or trips that do not involve overnight stays, or who only help at specific one off events e.g. college open day
- People who are on site before or after college hours and when students are not present

APPENDIX 2

Code of Conduct for Contractors undertaking working at London School of Science & Technology

1. Observe this code at all times
2. Stay within the confines of the agreed site or work area
3. Obtain consent if access is required outside the site or work area
4. Use only the agreed access routes
5. Obtain consent if alternative access routes are required
6. Avoid contact with students and other visitors
7. NEVER be in contact with students or visitors without the contracting organisation’s supervision
8. If you are spoken to by a student or visitor, be polite but do not engage in lengthy conversation
9. If spoken to by a student or visitor, avoid over familiar physical contact (the actions of a ‘touchy feely’ person could be easily misinterpreted or misconstrued)
10. Do not initiate lengthy conversation with the students or visitors
11. Do not use inappropriate or profane language
12. Dress appropriately – shirts to be worn at all times (e.g. no bare chests)
13. Keep staff informed about where you are and what you are doing
14. Report any matters out of the ordinary or of concern, involving students or visitors, immediately to the site manager
15. Do not give out addresses or mobile phone numbers to the students or visitors
16. Do not arrange to meet with students or visitors either inside or outside of the organisation site
17. Do not offer to buy items for students or visitors
18. Do not sell items to students or visitors
19. Do not bring alcohol on the college’s site
20. Do not join in games with students or visitors
21. Do not share food or drinks with students or visitors (think of allergies implications)
22. Remember that your actions no matter how well-intentioned could be misinterpreted

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 College management (including security staff) will exercise its right to exclude any contractors’ staff from the site who fail to observe this code of conduct.