

ST CUTHBERT MAYNE SCHOOL
Joint Catholic and Church of England 11-18 Comprehensive School
Dioceses of Plymouth and Exeter



St Cuthbert Mayne School
Building Contractors' Safeguarding Policy

Approved by Governors: March 2022

Reviewed by Full Governing Body: March 2023

Next Review Date: March 2023

Building Contractors' Safeguarding Policy - 2022/23

St Cuthbert Mayne School is committed to safeguarding and promotes the welfare of all students. All staff working on site are expected to adhere and follow the procedures to ensure children are kept safe from harm and maltreatment.

This guidance is to ensure the effective safeguarding of children where building contractors have been appointed to carry out work in school.

The objectives of this guidance are to ensure that effective systems are put in place to provide adequate safeguarding, safety and security to all people when building works, routine maintenance and emergency repairs are undertaken on the premises.

The aim of the safeguarding measures will be to manage the risk of harm to pupils.

Keeping Children Safe in Education (Part 3) Statutory Guidance for Schools & Colleges, in relation to Safer Recruitment makes particular reference to contractors in school and states the following (set out in paragraph 196 - 199) however, the school recognises that the measures adopted shall be proportionate to the risk and deliverable in practice.

Paragraph 196.

Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. [89] In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

[89] It will only be possible to obtain an enhanced DBS certificate for contractors in colleges which are exclusively or mainly for the provision of full-time education to children.

Paragraph 197.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

Paragraph 198.

If an individual working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

Paragraph 199.

Schools and colleges should always check the identity of contractors and their staff on arrival at the school or college

Safeguarding measures to be considered should include the following:

- Segregate To avoid contact between contractors and pupils as far as possible and eliminate all opportunities for construction site access by anyone not entitled to enter.
- Supervise To supervise any contact that does take place by a member of staff or a suitably vetted and identified site contractor and ensure that no minor is left on his/her own with contractors.
- Code of conduct To require contractors to observe and sign a code of conduct.
- Regulate Access To regulate and agree access to the premises for both contractors and deliveries
- Checks To undertake checks where appropriate.

SEGREGATE

The risk of harm to pupils can be managed if contact between contractors' staff and pupils can be avoided altogether. Segregation can be achieved by physical means or by time, or by a combination of both. For larger construction projects lasting a number of weeks, physical separation should be achieved by the contractors' staff working within secure and clearly defined areas behind fencing, hoardings, barriers and the like where pupils would be excluded for routine health and safety concerns. Outside such secure areas, separation can be maintained by confining the movements of the contractors' staff to specific areas and to specific times so as to avoid any contact at any time throughout the school day. In this context a marked up plan should be agreed between the parties (including school representative and the authority to show where and at what times during the day access will be permitted would be useful.

Should any contact between the contractors' staff and pupils occur then it should be supervised by a member of staff or suitably vetted volunteer. Where works are to be undertaken outside school hours then safeguarding measures should be implemented taking into consideration any pupil attendance in school outside normal school hours.

All materials required for the purposes of the works will be on the work site prior to arrival of any students in school.

SUPERVISE

Measures should always be instigated to segregate contractors' staff from pupils as much as possible. However, where such measures to segregate are in place but some contact may occur between contractors' staff and pupils, then any such contact should always be supervised by a member of the site team who is DBS cleared. As noted previously, 'contact' shall be understood as any opportunity for contractors' staff to converse with pupils or to communicate with them in any other way, e.g. by passing messages, without a member of staff or suitably vetted member of staff being able to monitor the contact and to intervene where necessary. The notion of 'Supervision' should be understood as contractors not being left alone and for a DBS cleared member of the site team to monitor interaction or communication of any kind between contractors' staff and pupils and to intervene where necessary. The requirement to supervise could be limited to specific times when contact is likely to occur, e.g. at break times, class changeover times and at the beginning and at the

end of the school day. It is however not necessary to monitor the building works themselves, only the contacts that might take place between the contractors' staff and minors.

CODE OF CONDUCT

A code of conduct should be used to inform contractors what might be considered inappropriate behaviour. It will enable any inappropriate behaviour to be recognized and challenged by all concerned. A suggested code of conduct for contractors (Appendix 2) to be signed by all contractors prior to commencement of works and the code to be adhered to at all times. Any order for works or building contract should be let with a clear condition that failure to observe the code will entitle the Headteacher to exclude a member of a contractors' staff from the premises. To ensure the effectiveness of any code, this guidance shall be: issued to contractors when quotations or tenders are invited; stated as a condition on any order for works or building contract; Additionally, where appropriate, the code should be: highlighted and safeguarding arrangements agreed at the pre- start meetings; posted on the building site; included as part of any contractors site safety briefings or inductions; issued to contractors staff prior to the start of building works and signed by all contractors.

IDENTIFY

To ensure that, as far as possible, only bona fide personnel are given access, a means of identification could be agreed with contractors in advance of any works taking place. The means by which contractors' staff are identified will be determined in each case to suit the location and nature of the work being undertaken. Typical methods may include photo ID; branded workwear; high visibility jackets in alternate colours to distinguish those with DBS clearance and those without, together with unique reference codes printed on the jackets;. Signing in book Identification should only ever be used as a supplementary measure to the principal safeguarding measures of segregation and supervision.

All site staff to sign in and out of the site welfare office.

DBS checks would not be required where there would be no contact between contractors' staff and pupils; for example where a building was being built on a separate site, or where the works were to be undertaken outside school hours or during school holidays. Similarly, DBS checks would not normally be required for contractors' staff working on site building an extension or undertaking repairs where they are physically and absolutely segregated/separated from all pupils and that any contact that did take place was supervised by the school.

However, where a member of the contractors' staff is likely to have either frequent or prolonged contact with pupils, then it may be appropriate to carry out a DBS check in addition to measures to supervise any contact. For example, a check may be appropriate where a contractors' representative (e.g. foreman, site manager, etc.) needs to liaise with school staff on a day to day basis. A check may also be considered appropriate in the case of a contractors' representative where such staff are responsible for ensuring compliance with other safeguarding measures such as segregation, identification, code of conduct etc.

Similarly, where contractors' staff regularly visit schools to undertake routine maintenance (boilers, electrical tests and the like), then a check may be deemed appropriate in addition to measures to supervise any contact. However, under no circumstances should a member of a contractor's staff be allowed to have any unsupervised contact with pupils, even those who have undergone a DBS check.

It should be noted that contractors are not routinely DBS checked. Should DBS checks be required, this would need to be requested from the contractor at the earlier possible stage, preferably at tender stage and no later than the pre-start meeting to avoid any potential delay to construction once instructed and a list of all contractors on site shall be shared with the DSL.

When moving around the site contractors **MUST** be in pairs (minimum).

The main contractor will be responsible for supervising the deliveries of materials on site and ensure both that the delivery driver does not leave the designated site delivery area and the security of the site delivery area by padlocking the gates.

PLANNING

The safeguarding measures should be determined and agreed with the contractor well in advance of the works starting on site. This will enable sufficient time for school staff to be briefed on the supervision required and on the access arrangements agreed with the contractor.

The Head Teacher shall determine and approve in conjunction with Contractor all measures to be implemented. This should be done at the beginning of the project to ensure that they can be included in the building contract.

REPORTING

Contractors should note that where their staff behave in a way that has harmed a child or may have harmed a child, possibly committed a criminal offence against or related to a child, or behaved towards a child in a way that indicates s/he is unsuitable to work with children then the matter should be discussed with the Headteacher who will contact the Local Authority Designated Officer on telephone 01803 208541

This contact should address 3 key issues:

- whether there should be a police investigation into a possible criminal offence,
- whether a child is in need of protection services or not
- whether there needs to be disciplinary action in respect of staff.

REVIEW

This policy is subject to review, recognising that the schedule of works may determine changes that will need to be addressed to the segregation of the site to ensure that contact is minimised with students as far as possible. If circumstances or risks change on site a

review can be called by all parties involved. Regular meetings will take place with the site manager, health and safety manager, Headteacher and DSL to review the safeguarding practices on site.

Additional specific responsibilities

The Contracting Company directors have responsibility to ensure:

- The policy is implemented.
- The policy is monitored and reviewed regularly
- Promoting the welfare of children and young people.
- Ensure staff have access to appropriate training/information and seek advice from StCM if needed.
- Receive staff concerns via immediate line manager about safeguarding and for the Directors to respond to all concerns seriously, swiftly and appropriately.
- Keep up to date with school arrangements for safeguarding and keep staff informed of any changes. Copy of the StCM Child Protection & Safeguarding Policy will be shared with the Site Manager and a copy shall be available for all site staff to refer to in the Welfare premises on site.
- Report any safeguarding concerns to the DSL, Mrs Sharon Walker, or a member of the Safeguarding Team by 'phone, in person, email without delay.
- DSL, Mrs Sharon Walker, to be informed of any changes to site personnel.

In Summary

Irrespective of the type of building work undertaken and the duration of such contract, safeguarding measures shall always be implemented and include arrangements to segregate pupils from contractors' staff as far as reasonably practicable and for any contact between them to be supervised by a member of staff or suitably vetted volunteer.

Other steps such as codes of conduct, identification and checks should be considered as supplementary measures where appropriate. Should the contractor(s) omit to implement safeguarding arrangements whilst on site, St Cuthbert Mayne School reserves the right to stop all works and terminate the contract de-facto.

Depending upon the severity of the case, St Cuthbert Mayne will also consider whether or not to retain the contractor and ascertain whether criminal pursuit will be required.

Key Contacts for Safeguarding:

Sharon Walker sharon.walker@stcm.torbay.sch.uk Tel: 01803 328725 Ext 170

Designated Safeguarding Lead

James Down james.down@stcm.torbay.sch.uk Tel: 01803 328725 Ext 102

Deputy Designated Safeguarding Lead

Appendix 1 - Site Plan with segregation clearly marked (to be attached)

Appendix 2 - Code of Conduct

Child Protection Code of Conduct when Undertaking Construction Works at St Cuthbert Mayne School

The building contractor named below will comply with this Code of Conduct, will induct all staff working on site, include the Code in the Construction Phase, Health and Safety Plan and/or Work Statements and display it in the office and welfare facilities on site.

All contractors on site to sign a copy of the Code of Conduct prior to commencement of any site works

CODE OF CONDUCT

1. To sign in and out of the site office
2. Observe this code at all times
3. To wear your individual high visibility jacket with unique ID code at all times.
4. Stay within the confines of the agreed site or work area
5. Any movement outside of site area should be in pairs (minimum)
6. Obtain consent if access is required outside the site or work area
7. Use only the agreed access routes
8. Obtain consent if alternative access routes are required
9. Do not have contact with the students
10. NEVER be in contact with students without the contracting organisation's supervision
11. If you are spoken to by a child/young person avoid all physical contact and do not engage in conversation
12. Do not initiate conversation with a child/young person
13. Do not use inappropriate or profane language
14. Dress appropriately - shirts to be worn at all times
15. Keep staff informed of where you are and what you are doing
16. Report any matters out of the ordinary or of concern, involving children/young people, directly to the Site Manager
17. Do not give out addresses or mobile phone numbers to children/young people
18. Do not arrange to meet with children/young people either inside or outside of the work site
19. Do not offer to buy items from children/young people
20. Do not sell items to children/young people
21. Do not bring alcohol on to the site
22. Do not smoke on the site
23. Do not share food or drink with children/young people
24. Do not use your mobile phone other than in the welfare area as identified by the Site Manager

Remember that your actions, no matter how well intentioned could be misinterpreted.

Signed Organisation

Dated

Appendix 3 - Times of safe passage

<i>Timetable</i>	
Line Bell	08.45
Ready to Learn	8.50 - 9.20
Lesson 1	9.20 - 10.15
Lesson 2	10.15 - 11.10
Break	11.10 - 11.30
Lesson 3	11.30 - 12.25
Lesson 4	12.25 - 1.20
Warning Bell & Act of Worship*	13.55-14.15
Lesson 5	2.15 - 3.10

Arrival time on site: For site contractors and deliveries where possible to be on site prior to 8 am. School gates open at 8.30 (with some students arriving at between 8 - 8.15 for Breakfast Club) Deliveries to site to be supervised if within the school day.

Break: In order to minimise the risk of contact with children/young people we would recommend that contractors leave the work area en masse with a DBS cleared member of the team and exit the building together.

Lunch: In order to minimise the risk of contact with children/young people we would recommend that contractors leave the work area en masse with a DBS cleared member of the team and exit the building together.

Operational considerations

- Names of all site staff to be shared with DSL.
- Names of DBS cleared staff to be shared with DSL and these staff to be aware they are responsible for supervision whilst on site and particularly during times of safe passage.
- Breakfast Club - Pedestrian gate to be opened at just after 8 am, where students will be collected and supervised down the pedestrian walkway and main drive. Entrance to the canteen will be via the side door. A further 'collection' of students who arrive at

the pedestrian gate will be made at approximately 8.20 am and supervised to the canteen. All students taking part in Breakfast Club will be supervised and are not to leave the canteen area during this time. If a student requires the toilet during Breakfast Club a member of staff will escort them to the nearest toilet facility.

- Ready to Learn Presentation - Students will be informed at the start of the contract the need to avoid contact with contractors whilst on site, no conversation, no taking photos/filming.