



NESSSS

NORTH EAST SURREY
SHORT STAY SCHOOL

Contractors Working in Educational Settings Policy

November 2025 – November 2026

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Objective

The objective of this policy is to ensure that effective systems are put in place to safeguard children when building works, routine maintenance and emergency repairs are undertaken in educational settings.

Introduction

All local authorities, education settings, nurseries and children's centres in England have a responsibility to safeguard and promote the welfare of children and vulnerable adults in their care*.

The Department for Education (DfE) have issued guidance in its document: '[Keeping Children Safe in Education](#)'

The guidance is mainly concerned for those who are employed to work with children and vulnerable adults. However, it also advises those who come into contact with children on an ad hoc or irregular basis for short periods of time such as building contractors, maintenance companies or delivery personnel.

It cites examples of good practice where contact is on an ad hoc or irregular basis and indicates where Disclosure and Barring (DBS) checks are not required. This policy explains what arrangements should be employed by the Headteachers and School Business Manager where contractors are employed to work at North East Surrey Short Stay School.

Responsibilities

All people working with children and young people, including Headteachers and School Business Managers are responsible for the safeguarding of children and vulnerable adults in their care and they shall be responsible for ensuring that adequate measures are in place to safeguard children whilst contractors are on the premises.

Safeguarding measures

The aim of the safeguarding measures will be to minimise and manage the risk of harm to children and vulnerable adults. **The measures adopted shall be proportionate to the risk.**

Safeguarding measures to be considered will include any or all of the following depending on the outcomes identified by the educational setting in their security risk assessment:

Segregate

To avoid contact* between contractors and children as far as possible

Supervise

To supervise any contact* that does take place with a member of staff or a suitably vetted volunteer

Code of conduct

To require contractors to observe a code of conduct

Regulate Access

To regulate access to the premises

Checks

To undertake checks where appropriate.

* 'Contact' in this context shall be taken to mean any opportunity for contractors' staff to converse with children or to communicate with them in any other way, e.g. by passing messages by phone or other means, without a member of staff or suitably vetted volunteer being able to monitor the contact and intervene where necessary.

Segregate

The risk of harm to children can be managed if contact between non-vetted contractors' staff and children can be avoided altogether.

Segregation can be achieved by physical means or by time, or by a combination of both.

For larger building projects lasting a number of weeks physical separation would need to be achieved by the contractors' staff working within secure areas behind fencing, hoardings or barriers where children would normally 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 contact at break times and at the beginning and at the end of the academic day. In this context a marked up plan agreed with the contractor to show where and at what times during the day access will be permitted is essential (Appendix 4).

For routine maintenance visits or for emergency repairs lasting less than a day physical separation can be achieved by simply confining the movements of contractors to within clearly defined areas and specific times, using the principles illustrated in Appendix 4. Should any contact between the contractors' staff and children occur then it should be supervised by a member of staff or suitably vetted volunteer.

Where works are to be undertaken outside relevant hours then safeguarding measures should be implemented for any pupil attendance in the setting during those hours.

Supervise

Measures should always be instigated to segregate non-vetted contractors' staff from children as much as is possible not just in the context of this document but also for Health and Safety reasons. However, where such measures to segregate are in place but some contact may occur between non-vetted contractors' staff and children then any such contact should always be supervised by a member of staff or suitably vetted volunteer.

As noted above, 'contact' shall be taken to mean any opportunity for contractors' staff to converse with children or to communicate with them in any other way, e.g. by passing messages by phone or otherwise, without a member of staff or suitably vetted volunteer being able to monitor the contact and to intervene where necessary.

'Supervise' will be taken to mean the ability for a member of staff or suitably vetted volunteer to monitor conversation or communication of any kind between contractors' staff and children and to intervene where necessary.

The requirement to supervise can be limited to the times when contact is likely to occur, e.g. at break times, class changeover times and at the beginning end of the day. It is not necessary to monitor the building works themselves, only any contact that might take place between the contractors' staff and children.

Code of Conduct

A code of conduct should be used to inform all contractors (both vetted and non- vetted) as to what may be construed as inappropriate behaviour.

It will enable any inappropriate behaviour to be recognised and challenged by all concerned.

A suggested code of conduct for contractors would be:

- a) Operatives should always sign in/out the school visitors system. If the works are to take more than one working day/multi operatives on site then the site supervisor should make a list of all known operatives/visitors known to the school office.

N.B As all /operatives' visitors to the contractors working area should sign the contractors' site book, where appropriate if the works are of a long period, a photocopy of the site visitors can be given to the school as agreed at pre-start meetings, should this be easier.

- b) No radios should be used on site as this could encourage vulnerable adults and children to engage in conversation with contractors
- c) No photographs should be taken on site that contain images of children, under any circumstances. If photographs are to be taken of the work conducted staff are to be

made aware and assurances given that photographs will not be taken of children or adults.

- d) Work safely and responsibly and be aware of responsibility for own actions and behaviour including ensuring that tools are not left unattended. Avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- e) It is the responsibility of all adults to safeguard and promote the welfare of children and young people.
- f) Avoid contact with children. **Never** share personal contact details with children or young people, including sharing details of your social media profiles.
- g) Work and be seen to work, in an open and transparent way.
- h) Never be in contact with children without appropriate supervision
- i) Stay within the agreed work area and access routes
- j) Obtain permission to go outside the agreed work area or access routes.
- k) Keep staff informed of where you are and what you are doing
- l) Do not use explicit or inappropriate language
- m) Dress appropriately i.e. dress in a way that:
 - Is unlikely to be viewed as offensive, revealing, or sexually provocative.
 - Does not distract, cause embarrassment or give rise to misunderstanding
 - Is absent of any political or otherwise contentious slogans
 - Is not considered to be discriminatory and is culturally sensitive
- n) Observe the code at all times

Any order for works or building contracts should be let with a clear condition that failure to observe the code will entitle the local authority and/or the relevant setting to exclude a member of a contractors' staff from the premises.

To ensure the effectiveness of any code it shall either be:

- a) Issued to contractors when quotations or tenders are invited

b) Stated as a condition on any order for works or building contract no matter how or by whom the contractor is appointed.

c) Issued to all contractors direct by the educational setting when they first attend and before any work has commenced.

Additionally, where appropriate, the code should be:

d) Highlighted and discussed in any pre- start meetings for larger building contracts

e) Posted on the building site

f) Posted on staff notice boards

g) Included as part of any contractors site safety briefings

h) Issued to contractors staff in the form of a card (the 'Blue Card' Appendix 2)

Identify

To ensure that as far as possible only bona fide personnel are afforded access, a suitable means of identification shall be provided by all contractors and be agreed and produced for checking by North East Surrey Short Stay School in advance of any works taking place. If a contractor fails to produce such ID they shall be refused entry to the site.

In the case of ID badges issued by the setting or contractors' own photo ID, these shall be worn and be visible at all times when the contractor is on the site.

Typical methods may include:

a) ID badges

b) Photo ID

c) Branded workwear, if possible

d) Signing in system

Identification should only ever be used as a supplementary measure to the principal safeguarding measures of segregation and supervision.

Checks

The school will ensure that any contractor, or any employee of the contractor, who is to work at the school has been subject to the appropriate level of DBS check.

Whether or not contractors' staff should undergo a DBS check should be determined by guidance in Keeping Children Safe in Education.

Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. The school are responsible for determining the appropriate level of supervision depending on the circumstances.

A risk assessment should take account of the likely amount of contact that the contractors' staff might have with children, and after other measures such as segregation and supervision have been considered. In some cases where measures to segregate and supervise are in place it may still be necessary to consider checks.

DBS checks would **not** be required where there would be no contact between contractors' staff and children; for example where a building was being built on a separate site, or where the works were to be undertaken outside relevant hours or during holiday periods. Consideration must, however, be given to extended activities on the site.

Similarly, DBS checks would not normally be required for contractors' staff working on site building an extension or undertaking repairs where they are segregated from children and that any contact that did take place was supervised by the educational setting. However, where a member of the contractors' staff is likely to have either frequent or prolonged contact with children then it would be appropriate to obtain a 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 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 education settings to undertake routine maintenance (boilers, electrical tests and the like) then settings may deem further checks are appropriate in addition to measures to supervise any contact.

(Where checks are necessary then the contractor must confirm in writing to the setting/educational provider that these are in place and the nature of these checks).

However, under no circumstances should a member of a contractor's staff be allowed to have any unsupervised contact with children, even those who have undergone a DBS check.

It should be noted that whilst all those staff directly employed by the local authority have been recruited using verifiable safer recruitment processes, not all contractors engaged by the local authority will have been vetted in any way and DBS checks are not routinely requested unless specifically required due to the nature of the work they are undertaking.

An individual's DBS certification should not be requested by school / site to prevent possible breaches of GDPR. The contractors' operative can confirm the following information:

- Certificate NO.,
- Name of individual
- Date of Birth
- Date of DBS certificate or expiry date

If there is any cause for concern the school should call Land and Assets Helpdesk for assistance on 0208 541 9000 Option 6.

Managing Safeguarding Concerns or Allegations

Keeping Children Safe in Education includes guidance on dealing with safeguarding concerns or allegations made against those working in or behalf of schools, in a paid or unpaid capacity i.e. contractors. Speak to a member of the safeguarding staff to discuss your concerns. Further information school specific can be found in our Safeguarding policy.

Planning

The safeguarding measures should be determined and agreed with any contractor well in advance of any planned works e.g. building contracts, starting on site. Including undertaking any risk assessments as appropriate. This will enable sufficient time for education settings staff to be briefed on the supervision required and on the access arrangements agreed with the contractor and also enable checks where necessary to be completed and in place before works start.

Where the works are being arranged through appointed contractors i.e. at the request of a specific Department, the Headteacher or School Business Manager shall determine what measures should be implemented in conjunction with that individual Department. This should be done well in advance of any works starting on site to ensure that they can be included in the building contract.

Summary

Wherever any type of building related work is undertaken of any duration, safeguarding measures shall always be implemented and include arrangements to segregate children from contractors' staff as far as reasonably practicable and for any contact between them to be supervised by a member of staff or suitably

vettted volunteer.

Other steps such as codes of conduct, identification, risk assessments and DBS checks should be always be considered where appropriate.

Appendix 1

Copy extract's from '[Keeping Children Safe in Education](#)

Building Works:

Children should not be allowed in these areas where builders are working, for health and safety reasons, so these workers should have no contact with children. However, education settings should 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 children undergo appropriate checks.

See below for emergency call out contractors.

Emergency call out contractors/service visits:

It is not necessary to obtain a DBC Disclosure for visitors who will only have contact with children 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 DBS Disclosure include:

- Visitors who have business with the Headteacher, or other staff or have 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 would not be expected to be left unsupervised on education premises.
- People who are on site before or after the education settings usual academic hours and when children are not present.

Appendix 2 - Contractors in educational settings : Code of conduct 'Blue Card'

Contractors in educational settings : Code of conduct

1. Work safely and responsibly and be aware of responsibility for own actions and behaviour.
Avoid any conduct which would lead any reasonable person to question their motivation and intentions.
2. It is the responsibility of all adults to safeguard and promote the welfare of children and young people.
3. Avoid contact with children. **Never** share personal contact details with children or young people, including sharing details of your social media profiles.
4. Work and be seen to work, in an open and transparent way.
5. Never be in contact with children without the educational settings supervision
6. Stay within the agreed work area and access routes
7. Obtain permission if you need to go outside the agreed work area or access routes.
8. Keep staff informed of where you are and what you are doing
9. Do not use offensive or explicit language
10. Dress appropriately i.e. dress in a way such that:
 - It is not likely to be viewed as offensive, revealing, or sexually provocative.
 - Does not distract, cause embarrassment or give rise to misunderstanding
 - Is absent of any political or otherwise contentious slogans
 - Is not considered to be discriminatory and is culturally sensitive
11. Observe the code at all times
12. Remember your actions no matter how well intentioned could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.
13. Ensure you have a risk assessment in place for managing tools and equipment as appropriate.
14. Adhere to the settings no smoking policy and ensure you do not attend the setting under the influence of drugs or alcohol.
15. Inform the Headteacher if photographs or digital images of the premises are required and notify them of the proposed use.
All such images must be made available to the Headteacher for scrutiny prior to any use.

APPENDIX 3 Checks on Contractors working in Educational Settings in Surrey

Contact with children	Recommended measures	Headteacher/designated person responsibilities
Nil [e.g. works undertaken on a separate site, during out of hours or in holiday periods]	• contractors' staff to comply with code of conduct • contractors' staff to sign in and out of premises • contractors' staff to wear Company ID at all times • no DBS required • Contractors staff should understand and comply with the Health and Safety policy and procedures	• undertakes a risk assessment • requires contractor to adopt code of conduct • requires to contractor sign in and out of premises • requires contractor to wear ID on site • requires contractor to comply with the H&S procedures
Minimal [where contractors' staff are segregated from children and any contact that does occur is supervised e.g. new build and major repair projects]	• segregate • supervise any contact • contractors' staff to comply with code of conduct • contractors' staff to sign in and out of premises • contractors' staff to wear Company ID at all times • no DBS required (may be necessary for some individuals in particular area's) • Contractors staff should understand and comply with the Health and Safety policy and procedures	• undertakes a risk assessment • agreed arrangements with LA if LA contractors to be used • ensures segregation arrangements in place • ensures arrangements for any contact to be supervised • requires contractor to adopt code of conduct • requires contractor to sign in and out of premises • requires contractor to wear ID on site • reviews and amends arrangements to accommodate any change • requires contractor to comply with the H&S procedures

Regular [e.g., where contractors' staff are segregated from children but there is likely to be regular supervised contact, e.g. foremen liaising with setting on new build or major repair projects, service engineers making routine maintenance visits]	• segregate • supervise any contact • contractors' staff to comply with code of conduct • contractors' staff to sign in and out of premises • contractors' staff to wear Company ID at all times • consider DBS (undertake a risk assessment) • Contractors staff should understand and comply with the Health and Safety policy and procedures	• undertakes a risk assessment • agrees arrangements with LA if LA contractors to be used • ensures segregation arrangements in place • ensures arrangements for any contact to be supervised • requires contractor to adopt code of conduct • requires contractor to sign in and out of premises • requires contractor to wear ID on site • ensures any required DBS checks completed before works start • reviews and amends arrangements to accommodate any change • requires contractor to comply with the H&S procedures
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Appendix 4 : Example of Segregation Plan



KEY:



New Extension



Storage Compound



Work Area

Pedestrian Access:

Permitted Times:

07.30 to 10.30

10.45 to 12.30

13.30 to 3.30