THAMESFIELD COLLEGE

CHANGING LIVES | CREATING FUTURES

Contractors Working in Educational Settings Policy

Policy 0057 | Version 3

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Policy statement

Thamesfield College plans and controls contractors' work so that pupils are safeguarded, work areas are secure and everyone on site is protected. Checks, access arrangements and safety controls must be agreed before work starts.

Document control information

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1. Purpose and scope

This policy applies to building work, refurbishment, grounds work, maintenance, servicing, deliveries associated with works and emergency repairs at both Thamesfield College sites. It covers contractors, their employees, subcontractors, self-employed workers and anyone they bring onto the premises, whether appointed by the school, Surrey County Council or another organisation.

The school will minimise contact between contractors and pupils, supervise any contact that occurs and agree proportionate safeguarding and safety controls before access is granted. A DBS check does not replace segregation, appropriate conduct or supervision. Work must stop if these controls cannot be maintained.

This policy concerns premises work. People contracted to teach, coach, counsel or otherwise work directly with pupils must follow the school's safer recruitment and safeguarding arrangements for that role; they must not be treated as occasional maintenance visitors.

2. Responsibilities

The Management Committee approves this policy and monitors significant risks. The Headteacher is accountable for its implementation and authorises access arrangements and any restrictions or suspension of work. The Designated Safeguarding Lead (DSL) advises on pupil safeguarding, the level of checks and the response to concerns.

The School Business Manager coordinates the work with the Headteacher and the staff responsible for each site. A named school contact must be appointed for every job. They agree the risk assessment, access routes, supervision, induction, contractor evidence and arrangements for handing the area back to the school. Responsibilities must also be agreed with Surrey and any landlord or other site occupier where relevant.

The contractor must provide competent workers, suitable supervision and safe working methods, and ensure that every subcontractor follows the agreed controls. School staff must challenge or report unfamiliar or unaccompanied adults, unsafe work and breaches of the code. Contractors must not be left to decide their own access or pupil-contact arrangements.

3. Planning and segregation

Before work is commissioned, the school contact and contractor agree its scope, timing, risks, named operatives and supervisor. Safeguarding requirements and the code of conduct must be included in the order or contract and communicated to everyone doing the work. Procurement through Surrey or an approved supplier does not itself confirm that individual workers have the checks needed for this job.

- Separate pupils from the works using secure fencing, locked doors or suitable barriers. Identify work areas, compounds, delivery points, parking, welfare facilities and routes on a marked site plan for larger or more complex jobs.
- Agree working and delivery times around arrival, departure, lessons and breaks. Include outreach sessions, clubs, holiday activities and any other occasions when children may be present.
- Protect fire exits, assembly points, accessible routes and secure boundaries. Consider individual pupils' communication, sensory, medical and mobility needs, and brief staff on disruption or changed routes.
- Identify who will supervise any possible pupil contact, how relief cover will be provided and how contractors will summon the school contact. A badge, CCTV or a distant member of staff is not a substitute for effective supervision.

Use Appendix 3 with the job's risk assessment and, where needed, a site plan. Reassess the arrangements before changing the work area, working hours, route, personnel or method. If segregation or supervision fails, stop the affected work, secure the area and inform the school contact.

4. Checks and identity

The Headteacher, advised by the DSL and School Business Manager, records the appropriate DBS decision before work begins, using current Keeping children safe in education and DBS eligibility guidance. Appendix 1 summarises the checks. The assessment must consider the actual duties and opportunity for contact, including work across different settings. Supervision must not be used to avoid checks required for regulated activity.

For company employees, obtain written confirmation identifying the workers and the checks completed, their level and any required children's barred list information. Resolve missing or unclear evidence before allowing the planned work. For a self-employed person, the school obtains the appropriate check or inspects their existing certificate and verifies that it meets the role's requirements. Seek safeguarding or HR advice if eligibility or suitability is unclear.

Where no DBS check has been obtained, a contractor must not work unsupervised or undertake regulated activity. Agree and record effective school supervision, including arrangements for segregated or out-of-hours work. A late replacement or emergency call-out does not bypass this rule. All contact with pupils must be supervised by a school member of staff under this policy, including where a contractor has a DBS check.

Reception or the school contact checks each worker's identity on arrival against the authorised names and evidence. An unverified worker must wait outside pupil-accessible areas while identity is established through a trusted company contact, or be refused entry. Branded clothing alone is insufficient. Workers sign in and out and display the agreed identification; a separate construction-site register must be reconciled with the school's emergency accountability arrangements.

DBS certificates have no official expiry date. The school checks the issue date, suitability for the role and any applicable renewal arrangements. Where the Update Service is used, obtain the individual's consent and follow its eligibility requirements. GDPR does not prohibit necessary, lawful verification. Keep the decision, confirmation and check record securely, limit access and avoid routinely copying certificates or retaining criminal-record details longer than necessary.

5. Induction and conduct

Before work starts, every operative receives a site-specific induction covering the agreed boundaries, safeguarding, emergency arrangements, hazards and reporting routes. The school contact confirms that contractors know how to reach the DSL, Headteacher and first aider through the school office or agreed on-site contact. Appendix 2 must be issued and acknowledged; the contractor's supervisor is responsible for briefing replacements before they start.

The school contact explains the rules for keys, passes, toilets, breaks, smoking and vaping, photography, food and allergies. Contractors must not give pupils food, drinks, gifts or personal contact details. Work photographs need prior school permission and must exclude pupils and confidential information. Access to school networks or records requires separate authorisation.

6. Safe working and completion

The school must check that the contractor is competent for the work and has suitable insurance, qualifications and licences where needed. Agree site- and task-specific risk assessments and method statements before work starts. The contractor remains responsible for managing the technical work safely; school supervision of pupil contact is a separate responsibility.

For construction work, confirm with Surrey who is the client and how the Construction (Design and Management) Regulations 2015 duties will be met. A construction phase plan must be in place before construction starts. Where more than one contractor is involved, ensure the required principal designer and principal contractor appointments are made. Do not treat a small job as automatically outside these duties.

- Provide relevant asbestos information before any work that may disturb the building. Arrange a suitable refurbishment or demolition survey where required. If suspected asbestos is uncovered or disturbed, stop work, isolate the area and obtain competent advice before restarting.
- Agree controls for hot work, isolation of services, work at height, excavations, hazardous substances, dust, noise, deliveries and vehicle movements. Use permits where required by the work, site procedures or insurer. Keep tools, ladders, chemicals and waste inaccessible to pupils.
- Maintain emergency access, fire precautions and suitable welfare facilities. Do not disable alarms, prop open security doors or isolate services without permission and a recorded safe alternative.

The school contact monitors the agreed arrangements and records concerns. Before an area is returned to use, check that tools and waste are removed, barriers and services are safe, alarms and security are restored, and necessary testing, certificates and handover information have been received. Update site and asbestos records as needed. Only the authorised school contact may release an area back to pupils.

7. Concerns and emergency work

Report a concern about a pupil immediately to the DSL or deputy. Allegations or concerns about an adult's conduct, including low-level concerns, must be reported promptly to the Headteacher under the school's Safeguarding and Child Protection Policy. If the concern is about the Headteacher, report directly to the Chair of the Management Committee. Follow current Surrey Local Authority Designated Officer (LADO) arrangements where the allegation threshold may be met. Do not investigate, promise confidentiality or rely solely on the contractor's employer to act.

If someone is in immediate danger, call 999 and take safe steps to protect pupils. Inform the school contact, preserve relevant evidence and record the concern and action taken. The Headteacher may remove an operative or suspend access or work while the concern is assessed. Notify the contractor's employer and Surrey as appropriate, without compromising safeguarding enquiries.

For an emergency repair, first make the area safe, move pupils away and contact the Headteacher or delegated senior leader. Verify the company and operative, assess the task, establish supervision and segregation, and give the essential induction before access. Record the authorisation and controls as soon as practicable. If safe access cannot be arranged, keep the affected area closed and seek an alternative repair arrangement.

8. Monitoring and review

The School Business Manager retains the job record, agreed plans, check confirmations, induction acknowledgements, incidents and handover information securely under the school's retention arrangements. Safeguarding records follow the Safeguarding and Child Protection Policy. Required personnel information is entered on the school's recruitment records where applicable; a contractor log does not replace required safer recruitment checks.

The Headteacher and School Business Manager review significant incidents and contractor performance and report material concerns to the Management Committee. This policy is reviewed annually, next in November 2027, and sooner following relevant guidance changes, a serious incident or a change in premises arrangements.

Appendix 1 Checks and access decisions

Use with section 4. Record the decision before work begins. These categories describe the work and opportunity for contact; a company label or a previous visit does not determine the check.

Work or contact	DBS decision	Thamesfield access controls
Regulated activity with children	Enhanced DBS with children's barred list information is required. Confirm the duties and frequency against current guidance.	Complete the required checks before permitting the activity. This premises policy does not authorise a contractor to work directly with pupils.
Opportunity for regular contact, but not regulated activity	Enhanced DBS without children's barred list information is required. Consider contact across settings, not only at Thamesfield.	Continue segregation and supervise pupil contact. Review if the role or pattern of work changes.
Occasional contact only, with no opportunity for regular contact	Make and record a risk-based decision on whether a basic DBS check is appropriate. Do not request an ineligible higher-level check.	Check identity, sign in and out, induct and supervise. No unchecked contractor may work unsupervised or undertake regulated activity.
Genuinely separate work area or hours when no children are present	Assess the actual access and presence of children. A DBS check may not be needed; record the reasoning and review any change.	Confirm all activities on site, control routes and keys, and record the school's supervision and monitoring arrangements. No automatic holiday exemption.

For every category, confirm identity and agree the code, boundaries, school contact and emergency arrangements. A completed DBS check is one safeguard and does not confer unrestricted access.

Evidence to record

- Job and site; worker's name and employer; assessment of duties and contact; required check level and rationale; who approved the decision and when.
- Employer confirmation or original certificate verification as appropriate; certificate issue date and reference where needed; barred list confirmation if required; verifier and date; any restrictions or follow-up.
- Approved access and supervision arrangements; induction; any replacement workers, changes, concerns and completion checks. Keep sensitive information separate from visitor-facing records.

Reference documents

Read alongside the school's Safeguarding and Child Protection, Health and Safety, Whistleblowing, Data Protection, Medical Needs and Allergy policies, procurement procedures and current Surrey instructions for the work. Guidance checked November 2026; links below.

DfE Keeping children safe in education 2026 Part three

DBS guidance for employers

DBS handling of certificate information

DfE Good estate management for schools Maintaining your estate

DfE Managing asbestos in your school or college

HSE Construction Design and Management Regulations 2015

Appendix 2 Contractor code of conduct

Issue to every operative before work starts. The school contact must complete the local arrangements below and explain them at induction. Failure to comply may result in removal from the premises or suspension of work.

- Sign in and out as directed and display the agreed identification. Tell the school contact if personnel or plans change.
- Use only the agreed work areas, routes, toilets and break facilities. Obtain permission before leaving those areas. Keep gates and doors secure.
- Avoid contact with pupils. Any contact must be supervised by school staff. Do not enter pupil areas or remain alone with a pupil.
- Do not share personal details or social media accounts, contact pupils outside school, arrange meetings, or give pupils lifts, food, drinks or gifts.
- Report a safeguarding concern immediately through the school contact or DSL. Report concerns about an adult's behaviour to the Headteacher; use the Chair of the Management Committee if the concern is about the Headteacher.
- Use appropriate language and behaviour. Do not use discriminatory, sexual, threatening or offensive language, material or clothing.
- Work safely, follow the agreed method and permits, and secure tools, ladders, chemicals and waste. Stop and report unsafe conditions or failed segregation.
- Keep emergency exits and accessible routes clear. Follow fire, first-aid and evacuation instructions and report accidents and near misses.
- Do not smoke or vape on school premises, attend under the influence of alcohol or drugs, or use radios or speakers. Follow site food and allergy instructions.
- Take work photographs only with prior school permission. Do not photograph or record pupils, staff or confidential information, or post school images online without authorisation.
- Keep school information confidential. Do not use school IT, keys or access credentials beyond the permission given. Return passes and keys when instructed.

Local arrangements and acknowledgement

Site and job: _____

School contact and how to reach them: _____

DSL or deputy and reporting route: _____

Work area and route / plan reference: _____

Emergency assembly point and first aid route: _____

I have received and understood the induction, code and access arrangements.

Name / company: _____ Signature: _____ Date: _____

Appendix 3 Pre-start and segregation record

Complete before access is authorised. Use with the job's risk assessment and method statement. For larger or more complex works, attach a marked site plan; this record does not replace technical safety documentation.

Site / job / order reference: _____

Contractor and supervisor / contact: _____

School contact / cover / contact method: _____

Dates and approved working hours: _____

Confirm before starting

- Named operatives and subcontractors agreed; competence and insurance checked; DBS decision and required evidence recorded; identity-check and signing-in arrangements agreed.
- Work area and boundaries, secure storage, welfare facilities, deliveries, parking and permitted access routes agreed; changes to fire exits or accessible routes addressed.
- Pupil arrival, departure, breaks, lessons and other activities considered; school supervision and cover agreed; medical, allergy, sensory and mobility needs considered.
- Risk assessments and methods reviewed; asbestos information and any required survey supplied; permits, service isolations and construction duties addressed as applicable.
- Induction and code issued; emergency, safeguarding and incident reporting routes explained; school and contractor registers support evacuation accountability.
- Monitoring, end-of-day security, change approval and handover arrangements agreed; affected staff briefed.

Record the specific arrangements

Plan / risk assessment / permit references: _____

Pupil separation and contact supervision: _____

_____

Access restrictions / times / remaining actions: _____

_____

School authorisation / date: _____ Contractor agreement / date: _____

Hand back before reopening

Area safe; tools and waste cleared; services, alarms and security restored; required tests and certificates received; site records updated where needed.

Outstanding restrictions / evidence: _____

Area released by / date / time: _____