



Contractor Policy & Procedures

The Corporation of Oundle School includes both Oundle School, a boarding and day School for pupils aged 11 – 18 and Laxton Junior School (LJS), a day School for pupils aged 4 - 11. This policy applies equally to both Schools and any reference to 'the School' relates to both Oundle and LJS. This policy should be read in conjunction with the School's Equal Opportunities and Whistleblowing policies available on the School intranet.

1. Purpose

- 1.1 The School is committed to maintaining, investing in and developing the resources, infrastructure and buildings of the School as well as the enhanced provision of pastoral and learning facilities and opportunities to ensure continuing success in the future. The School recognises that in order to achieve these aims there is a growing need for specialist expertise and the use of specialist contractors coming on to School grounds.
- 1.2 The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff (including volunteers, self-employed and contractors) working for, or on behalf of the School, to share in this commitment. This policy ensures compliance with all relevant legislation, recommendations and guidance including the statutory guidance as set out by:
 - the Department for Education (DfE)
 - the Keeping Children Safe in Education (KCSIE)
 - the National Minimum School standards (NMS)
 - Independent Schools Inspectorate (ISI)
 - Disclosure and Barring Service (DBS); Code of Practice
 - Early Years Foundation Stage (EYFS)
 - Disqualification Under the Childcare Act 2006 (DUCA)
 - The Prevent Duty Guidance for England and Wales 2015 (The Prevent Duty Guidance)
- 1.3 For safeguarding and security purposes, in accordance with the guidelines above, the School must ensure that the appropriate safeguarding parameters are observed and risk assessments (both safeguarding and health and safety) are in place.
- 1.4 All contractor's coming on to site are subject to following either the Staff Code of Conduct or the Contractor's Code of Conduct as deemed appropriate by the School dependent on the level of pupil interface and interaction.

2. Scope

- 2.1 This policy applies to all contractors, and their staff, who are working on behalf of the School. It is important that all contractors, observe and act in accordance with the School's policies and to ensure compliance with regulatory and statutory obligations and non-discrimination against existing or potential members of staff.

3. Categories of contractors

- 3.1 Due to the diverse range of services provided by contractors, there are varying levels of checks required depending on the type of work undertaken, the frequency or length of a project and potential access to the School's pupils. In order to simplify the process for the School and clarify what is required from contractors the following categories apply:

Category 1 – Employees of contractors who are working at the school on a long-term basis or those in “regulated activity” as defined in KCSIE;

Category 2 – Temporary or occasional services; and

Category 3 – Emergency repairs, one-off occasions, deliveries and specialist contractors on site to evaluate or quote for a contract

- 3.2 The School will decide how it categorises the contractor, establishing if they are classed as Category 1 or 2 by the following factors:

- The nature of the contracted work to be undertaken;
- If the work involves administering of personal care or health care;
- The regularity of the work undertaken;
- If it involves working overnight, meaning between 02:00 and 06:00; and
- Accessibility to pupils and whether there is the opportunity for contact with pupils.

4. Support and management

- 4.1 Each contractor will be supported and managed by a ‘named contact’ who will be a member of the School's staff. This person will provide the contractor with a framework to discuss the details and parameters of the work to be undertaken as well as ensuring that the contractor understands and observes any restrictions, such as safeguarding or health and safety, that may apply.

5. Duties of the named contact

- 5.1 The named contact is responsible for ensuring sufficient support and an appropriate level of contact is in place with the contractor as required. The named contact must inform the HR department of the start and end dates (where applicable) for all regular, project and fixed term contractors coming on to School grounds.

6. Category requirements

- 6.1 **Category 1** - Contractors providing services in the School on a long term basis or those in “regulated activity”.

Staff of contractors operating under Category 1 will require a comprehensive level of recruitment

checks equivalent to those required for the School's own staff. These must be completed before they can commence work for the School. No person supplied by a Contractor should begin unsupervised work at the School until the HR department has received written confirmation that the required recruitment checks have been carried out by the Contractor.

Once the checks have been completed and confirmed by the HR department, all contractor personnel are required to report to the School's named contact or site manager where applicable, on their first visit to the School, to complete an induction including confirmation of safeguarding parameters, verification of a photographic ID check and be given a work permit.

The Contractor will receive information around the School's safeguarding processes, the School's expectation with regards to behaviour and conduct at the School, in line with the Code of Conduct, child protection and Prevent training to ensure they know what to expect and what to do should a pupil choose to approach them or if they observe something of concern.

6.2 Category 2 - Temporary or occasional services

Prior to engagement with the School, Contractors must have supplied written confirmation that the minimum required checks have been carried out. All personnel are required to report to the School's named contact or site manager, where applicable, on their first visit to the School to complete an induction including safeguarding parameters, verification of a photographic ID check and be given a work permit.

6.3 Category 3 - Emergencies and one-off occasions

A tradesperson, making repairs on a "one-off" basis, would need to sign in and sign out, obtaining a work permit from the Buildings and Maintenance Department, or the Bursary and be supervised at all times during their visit by a regulated member of School staff.

Other visitors should go to the Bursary, Admissions Office or Brereton Rooms and sign in the Visitors' Book, showing proof of identity

Deliveries

The majority of deliveries are now directed to the Laundry and Goods Inwards area or central departmental areas, e.g. Building and Maintenance away from the pupils. However, there are still a small volume of deliveries that are made directly to a Boarding House. These pose a low risk, as packages are merely handed across the threshold. Delivery/Courier drivers should not be given access to a Boarding House or other House area. The only exception to this is if a parent has made a prior appointment with the Hsm / Matron for a parcel to arrive at an appointed time.

7. Supervision

- 7.1 Category 1 & 2** - As contractors will have undergone the relevant safeguarding and recruitment checks, appropriate to their work and prior to arrival, there is no requirement for supervision whilst on School premises.
- 7.2 Category 3** - Contractors must be supervised by a regulated member of staff or regulated contractor to ensure the safeguarding of pupils.

- 7.3 The School defines supervision as a regulated member of staff or regulated contractor knowing where the unchecked contractor is at all times and the unchecked contractor should be aware that the regulated member of staff or regulated contractor is in the vicinity. The unchecked contractor should have had the boundaries of their operation defined by the School's named contact or the regulated contractor, where this has previously been agreed.
- 7.4 All contractors whether checked or unchecked should have the boundaries of their operation defined by the School's named contact to ensure that Safeguarding and health and safety parameters are understood and observed.

8. During School holiday periods

- 8.1 Maintenance work is often carried out during periods when the School pupils are not present during holiday periods. The Enterprise and Estates departments must liaise closely to ensure that any work carried out by unchecked staff does not conflict with any restrictions to access due to the letting of facilities for children, young persons and vulnerable adults. The School has a duty of care to ensure that any children, young persons or people at risk are protected. In the event that the School has let out its facilities, restrictions (as stated above) will apply to people accessing areas of the School.

Category 1 – the requirement for these contractors to be fully checked remains during School holiday periods.

Category 2 – If pupils or lets are on site, the requirements detailed in 6.2 remain. If not, there is no requirement for contractors to be checked, prior to commencing work.

Category 3 - If pupils or lets are on site, the requirements detailed in 6.3 remain. If not, there is no requirement for contractors to be supervised.

9. Procedures

9.1 Prior to commencing work

Line managers or the School's named contact should notify the Human Resources department of any contractors they wish to bring into the School. As much notice as possible should be given to ensure any checks required for safeguarding can be completed prior to commencing work at the School.

Contact details should be provided to Human Resources, in writing, along with:

- a description of the work the contractor will be undertaking; and
- the anticipated frequency and length of time that the contracted personnel will be on site.

The Human Resources department will then determine the relevant category of contractor and contact the company, to seek written confirmation that they have undertaken the appropriate relevant checks required for each of their employees.

Once all the regulatory checks have been successfully confirmed with the Human Resources department, the relevant line manager and/or named contact will be notified and the individual(s) can commence work, following the relevant induction, ID check on the first day of their arrival and work permit/badge being issued as appropriate.

The Contractor will receive information around the School's safeguarding processes and guidance on the School's expectation with regards to behaviour and conduct prior to engagement and, for individuals, at the School through an induction.

9.2 Upon Arrival

The School named contact, or their representative, should review the "Contractors Register", available on Teams (link below), to confirm the status of the individual, before signing them in and allowing work to commence. Staff of contractors who are not listed or confirmed as cleared, must be supervised, as per Section 7, above.

Link to [Contractors Register](#)

If you are unable to access the link, please contact a member of the Human Resources team

Reviewer	Alex Noble
Post of Reviewer	Director of HR
Review Date	August 2021
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Reviewed by LJS	September 2021
Signed off by both Schools	September 2021
Next Review (max. 3 years)	September 2024