

## The St Michael Steiner School

### **Safeguarding Policy for Contractors working on site**

The school engages the services of professionals and workers who are not its employees and therefore have not undergone the school's usual safeguarding checks (See Safer Recruitment Policy), for example, cleaners and people who maintain the premises, service equipment, make deliveries and collections.

As far as possible, arrangements should be made for this work to be done outside school hours when there are no children on site.

The school receptionist (or a member of staff acting in that role) will always check the identity of any contractors or workers on arrival at the school on their first visit. A record of checks done will be filed in reception for reference on subsequent visits.

In cases where a contractor does not have opportunity for contact with children, proof of identity on the first visit would be appropriate.

When it is necessary for these people to be on site during the school day, where they may come into contact with children, certain safety checks need to be made or they must be supervised while they are on the premises.

People simply making deliveries do not need to have their identity checked as they alert the receptionist in order to gain access, are on site for a short time and are never unsupervised.

#### Contractors

For those who are not engaging in regulated activity<sup>1</sup> relating to children, but who will work unsupervised on school premises during the school day (8am to 4pm), an enhanced DBS check (not including children's barred list information) will be required.

The school's safeguarding requirements must be in the contract between the organisation that provides the contractor and the school.

Before any contractor, or any employee of the contractor, comes on site while pupils are present, the school must have received confirmation in writing (email is fine) that they have been subject to the appropriate checks.

Confirmation must include:

- the name of the person who will be working on site
- the specific checks that have been done on that person
- the date those checks were done

#### Independent workers

If a self-employed individual is engaged to work on site, the school will obtain a DBS check (and other checks as needed) as self-employed people are not able to make an application directly to the DBS on their own account.

If this cannot be done before the individual comes on site, and the work needs to be done during school hours, the individual should be supervised.

#### Regulated Activity

Contractors engaged in regulated activity relating to children will require the same checks as teachers employed by the school.

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<sup>1</sup> Regulated activity is "Teaching, training or instruction of children, carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period, or overnight"

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Under no circumstances may anyone on whom no checks have been obtained engage in regulated activity relating to children.