

CONTRACTORS AND MAINTENANCE POLICY

This policy applies to the whole College, including boarding

This document, which applies to the whole College inclusive of boarding is publicly available on the College website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the College office.

1. Availability and Scope

This policy applies to the whole College, including the Boarding House, and is publicly available on the College website. Copies may be obtained from the College Office and are available in large print or alternative formats on request.

This policy applies to all contractors, maintenance personnel, service providers and their employees working on College premises or at off-site activities organised by the College.

All staff involved in commissioning, arranging or supervising contractors are responsible for ensuring compliance with this policy.

2. Legal Status and Compliance

This policy complies with the Education (Independent School Standards) Regulations (England) currently in force, in particular:

- Part 3 – Welfare, Health and Safety of Pupils
- Part 4 – Suitability of Staff and Others
- Part 8 – Quality of Leadership and Management

This policy should be read in conjunction with:

- Safeguarding (Child Protection) Policy
- Health and Safety Policy
- Access to College Premises by People Outside the College
- Safer Recruitment, Selection and Disclosure Policy
- Risk Assessment Policy
- Photography and Filming Policy
- Prevent Policy

3. Roles and Responsibilities

- The Principal has overall responsibility for ensuring this policy is implemented effectively.
- The Designated Safeguarding Lead (DSL) provides advice where contractor activity intersects with safeguarding.
- The Head of Security oversees contractor access, identification and supervision arrangements.
- All staff arranging contractor visits must ensure that appropriate checks, supervision and risk assessments are in place.

4. Safeguarding Principles

David Game College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors and visitors to share this commitment.

The College recognises that contractors may pose a safeguarding risk if not appropriately managed. Therefore, unchecked or unsupervised access to students is not permitted unless appropriate safeguarding checks are in place.

5. Definition of a Contractor

For the purposes of this policy, a contractor is any individual or organisation engaged to provide services, maintenance or repairs to the College who is not directly employed by the College.

This includes, but is not limited to:

- Maintenance and repair personnel
- Service engineers
- Catering, cleaning and security contractors
- Peripatetic or specialist service providers

6. General Requirements for All Contractors

All contractors must:

1. Notify the College in advance of their arrival wherever possible
2. Report to Reception or Security immediately on arrival
3. Sign in using the College's InVentry system
4. Provide photographic identification, verified on arrival
5. Wear a College-issued contractor ID badge and lanyard at all times
6. Clearly state the purpose and scope of their work
7. Comply with safeguarding, health and safety and fire procedures
8. Remain within authorised areas only

Failure to comply may result in removal from site.

7. Supervision and Access Control

- Contractors working on site during the College day or in boarding areas are supervised unless appropriate safeguarding checks are in place.
- Contractors without legitimate reason to access student areas are restricted accordingly.
- Risk assessments are completed where contractor activity presents additional risk.

8. DBS Checks, Regulated Activity and the Single Central Register (SCR)

Regulated Activity

Contractors are considered to be in regulated activity only where they:

- Have unsupervised contact with students, and
- Are providing teaching, instruction, care, therapy or similar services

Presence on site alone does not constitute regulated activity.

Regular or Periodic Contractors and SCR Inclusion

Where a contractor or service provider is engaged by the College on a regular or periodic basis, and the nature of their work means that individuals may have the opportunity for unsupervised contact with students, the contractor may merit inclusion on the College's Single Central Register (SCR) in line with statutory guidance.

The College recognises that for many contracting organisations, individual personnel may change over time. In such cases:

- The contracting organisation, rather than named individuals, may be recorded on the SCR where this is permissible; and
- The College will obtain and retain written professional assurance from the contracting organisation confirming that:
 - Staff deployed to the College are subject to appropriate vetting, including DBS checks suitable for the children's workforce where required; and

- The organisation operates routine and lawful safeguarding checks, including confirmation that deployed staff have no known criminal convictions that would render them unsuitable to work in a school environment.

SCR decisions are based on role, level of access and safeguarding risk, not frequency alone.

Occasional, Temporary or Emergency Contractors

Contractors attending on an occasional, short-term or emergency basis (e.g. burst pipe, electrical fault) are not normally in regulated activity.

Where an Enhanced DBS check is not in place:

- Contractors are supervised at all times
- Access is restricted to essential areas only
- A risk assessment is implemented

Supervision is the primary safeguarding control in these circumstances.

Barred List Checks

Barred list checks are undertaken only where legally required and as part of the DBS process. They are not conducted on arrival and are never undertaken without lawful basis.

9. Approved Contractors

The College maintains an internal list of approved contractors. Only authorised contractors are admitted to site, except in genuine emergencies where alternative arrangements are required and appropriate safeguards are applied.

Operational contractor lists are maintained separately from this policy.

10. Fire Safety and Safeguarding Awareness

All contractors are:

- Informed of the College's fire and emergency procedures
- Advised of the identity of the Designated Safeguarding Lead
- Required to report safeguarding concerns immediately

11. Contractors and the Boarding House

Contractor activity within the Boarding House is subject to additional safeguards.

- Boarding contractors operate through the College's appointed accommodation provider where applicable
- The College receives assurance regarding contractor suitability and vetting
- Work is scheduled, wherever possible, when boarders are not present
- Contractors are supervised at all times
- Contractors do not enter student bedrooms where students are present

The College does not independently appoint contractors for the Boarding House where responsibility lies with the accommodation provider.

12. Emergency Works

In emergency situations where immediate access is required:

- Identification is verified on arrival
- Contractors are supervised at all times

- A dynamic risk assessment is implemented
- Access is limited to essential areas only

13. Breaches of the Policy

Any contractor who breaches this policy may be:

- Removed from site immediately
- Reported to their employer
- Removed from the approved contractors list

Safeguarding concerns are managed in line with the College's Safeguarding Policy.

14. Monitoring and Review

The Principal is responsible for monitoring and reviewing this policy annually.

Any identified weaknesses will be addressed promptly. Updates will be communicated to staff and made available electronically.

15. Review Details

Reviewed: December 2025

Next Review: December 2026