



# London Diocesan Board for Schools

## Guidance for Consultants & Contractors

### February 2016

The purpose of this guidance is to ensure that the pupils of a school are safe.

The guidance is intended to apply to all consultants/contractors, workmen or any persons entering a school to carry out work.

The Headteacher is responsible for the safety of the children in their care and so they will be the ultimate authority for anyone working on the school site.

Consultants / Contractors **MUST** either:

Be **SEGREGATED** to avoid contact with pupils wherever possible:

- The work area may be physically closed off to pupils
- Consultants / Contractors only work on the site at a time when there are no pupils present.

Or **SUPERVISED** if it is not practically possible to segregate them:

- Consultants / Contractors must be supervised at all times by a member of the school staff or volunteer who has been vetted.
- Supervision must include vetting conversations and any written messages. Supervisors must be prepared to intervene when necessary.
- It is important that supervisors are clear that they are there to monitor contact with children and not the building works.

The following Code of Conduct is to be made clear to all workers and displayed on the building site:

#### **DBS Checks**

The Headteacher and consultants/contractors need to ensure that any contractor or any of their employees have been subject to the appropriate level of DBS check depending on whether they fall into regulated activity or not. This will depend on the possibility of contact between the workers and the children e.g. work carried out in the summer holiday would not require DBS checks. Contractors engaged in regulated activity will require an enhanced DBS certificate with barred list check, but those who are not in regulated activity but may have the opportunity for contact with children should have an enhanced DBS check as a minimum requirement. *For further information see KCSIE p.36 from July 2015 from gov.uk*

If the site is completely segregated then DBS checks are not necessary although the foreman or site manager who might need to come on to the site to speak with the Headteacher or site manager should have a DBS check and provide evidence of the check to the school.

Regular service engineers visiting the school during the school day should all have DBS checks and consultants/contractors should provide evidence to that effect to schools.

**HOWEVER** none of the above should be on site without supervision.

**HOWEVER** no consultants/contractors should at any time knowingly include on their workforce a person who has a conviction or warning that stops them working in the proximity of children or might cause them to be added to the sex offenders register, or might cause them to be subject to an adverse DBS check.

Emergency engineers and ad hoc visitors do not have to have DBS clearance but must sign in and out and should at **no** time be left unsupervised.



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### Code of Conduct for Consultants & Contractors

- 1. Avoid contact with the children.**
- 2. Do not communicate with the children without school supervision.**
- 3. Do not go into non - work areas without permission or supervision.**
- 4. No swearing or inappropriate language.**
- 5. Appropriate clothing to be worn at all times including shirts.**
- 6. Remember that actions kindly meant can be misinterpreted.**
- 7. ID must be carried or worn which may include badges or branded work wear.**
- 8. All personnel to sign in and out of school premises/work areas.**