



Guidelines for the Conduct of Visiting Professionals & Contractors

'Building for Successful Futures'

Formally adopted by the Governing Board of	Fred Nicholson School
Chair of Governors	Hilary Bradshaw
Policy Holder	Headteacher
Policy Contributor	SBM/HT/DH
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Statutory Policy	N	Published on Website	Y
<u>Any updates and amendments to government legislation or guidance from the Education HR Service automatically supersede this school policy prior to ratification by the Headteacher.</u> This policy applies to all areas of school.			



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Introduction

This policy aims to give general direction to expected standards, behaviour and protocol when contractors and visiting professionals are working on site. It will be sent out annually to our main contractors and visiting professionals and given to others as and when they are allocated work. In the case of a longer term contract when contractors are on site in school hours we will agree a clear code of conduct with them around relationships recognising the vulnerability of our pupils and not wanting to put any party s at risk.

Broad Guidelines

Any person who is on site for more than a day should meet with a member of the Safeguarding team in order to receive a Safeguarding Induction or a reminder about our code of conduct on site.

1.Reporting arrangements

All visiting professionals and contractors should:

- Sign in using the InVentry system and wear the badge issued to them by the school office if a lanyard is issued this should be returned to the office each day.
- Be directed to acknowledge our safeguarding protocols and conduct on site by signing in each day they are agreeing to comply with our policies and approach.
- Report each day to the school office stating the reasons for their visit.
- Read and sign that they have read the Asbestos Register, if appropriate

2.Conduct

Visiting professionals and contractors are expected to conduct themselves in a responsible manner on the school premises setting a good example whether or not there are pupils present.

The following are examples of unacceptable conduct:

- Swearing;
- Shouting;
- Use of the radio;
- Playing games;
- Consuming alcohol or drugs;
- Smoking including vaping;
- Gambling
- Open use of mobile phones and camera use.



We ask that all visitors to school dress appropriately for working in and around a school environment.

3.E Safety

Mobile phones cannot be used in public areas, a visiting professionals or contractor can request to make a call in a private room or chose to go off site. For safeguarding reasons photographs cannot be taken of areas in school if pupils are present and confidentiality and dignity of pupils and staff should be maintained at all times. A member of Senior Management or the Premises Manager should be present to oversee need and use of photography for works completed to ensure safeguarding and confidentiality are maintained.

4.Safeguarding

Whilst working on the school site, if a visiting professionals or contractor sees or hears anything which involves pupils or staff that causes them concern, they must ask to speak to the Senior Designated Safeguarding Lead, Karen Millen; a member of the Safeguarding Team; or SMT, who will record the concern using the appropriate recording system and, if necessary, take action in line with school procedures.

Visitors working with children - social worker, educational psychologist, occupational therapist, sports coach, school nurse, volunteer.

- Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed.
- All such visitors will have an enhanced DBS clearance. If the clearance is not held by us we will require confirmation that appropriate clearance has been obtained prior to the visit and evidence provided on arrival.
- LA employees are not required to evidence their DBS check.
- All visiting professionals will be added to the Single Central Record for the duration of their visit.

Contractors - catering service, cleaning service, builders, gardeners and IT technicians, equipment repair

- Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of an appropriate member of staff be obtained.
- They are to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children and the schools knowledge of them.
- All regular contractors eg. catering, cleaning staff will have their identity and DBS status confirmed prior to their first day on site and evidence produced on arrival.
- Any contractors attending site under the NCC BMP contract are not required to evidence their DBS check and are not required to be accompanied around site.
- All contractors will be added to the Single Central Record for the duration of their visit.



Escorted visitors - parents and guardians, prospective parents, job candidates, other people who just want to see the school or talk to members of staff and anybody not in the above categories must be accompanied at all times

- This policy does not apply to audiences at performances in the school hall and similar events.
- A person making a delivery is not classed as a visitor and therefore not required to sign in. Deliveries are left in Reception or at the School Office.
- These visitors are not required to be added to the Single Central Record.

5.Sensitive areas of the school

To ensure data protection, health and safety as well as safeguarding policies are adhered to contact should be made with a senior member of staff before the contractor enters any of the following areas:

- Offices;
- Staff room;
- Pupils' toilets;
- Staff toilets;
- Changing rooms;
- Showers;
- Kitchen;
- Residential facilities.

Links to Other Policies

Safeguarding (including Child Protection) Policy
Health and Safety Policy
GDPR & Data Retention Policy
E-safety Policy
Social Media & Electronic Communication Policy
Action Against Bullying

Equality Impact Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Policy Approved by:

Head Teacher

