

SAFEGUARDING & EXTERNAL CONTRACTORS PROCEDURE

1. Purpose

To provide guidance to ensure that South Thames Colleges Group staff responsible for engaging contractors to work on sites across the Group have obtained the appropriate level of DBS check.

2. Scope of the Procedure

The procedure applies to all contractors engaged by the South Thames Colleges Group.

3. Who should be aware of this procedure?

Any staff member arranging for work and services to be undertaken on Group premises.

4. Procedure

4.1 Level of DBS Check

Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).

For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

4.2 Regulated Activity

Regulated activity means;

1. working in the relevant College
2. frequently (once a week or more often), or on 4 or more days in a 30-day period
3. by the same person, engaged in work for or in connection with the purposes of the establishment
4. it gives the person the opportunity, in their work, to have contact with children

Title:	STCG Safeguarding & External Contractors Procedure	Staff Member Responsible:	Director of Facilities
Version:	July 2018	Review Due:	July 2019

4.3 Exemption

Activity by person contracted (or volunteering) to provide occasional or temporary services (not teaching, training or supervision of children).
 Schedule 2, Para 1(2A) & (2B)(a); Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (SVG Order).

4.4 Commissioning Officer’s Responsibility

It is the responsibility of the College member of staff engaging the contractor to ensure that under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity.

4.5 Arrangements for Exempted Contractors

Where the contractor is exempted it is the responsibility of the College member of staff engaging the contractor to determine the appropriate level of supervision depending on the circumstances. As a minimum the following actions will be put in place.

1. The contractor will be given a copy of the Contractor’s Code of Conduct at Appendix A when signing-in.
2. The contractor will be given a ‘process magenta lanyard’ with a ‘Temporary Contractor’ pass. This will indicate that the contractor may be unsupervised because of the nature of their business in the College but may not hold an enhanced DBS check. Any member of staff with concerns may find out from security the member of College staff the contractor is sponsored by and refer back any concerns to that individual.
3. Security will ensure that the record described in 4.6 is complied with fully.
4. A risk assessment will be written should the exempted contractors duties be considered by the engaging member of staff to be above normal risk due to the nature of and location of the work to be undertaken, for example in the College nursery or occupied teaching space.

4.6 Arrangements for All Contractors

Security will check the identity of contractors and their staff on arrival. Security will ensure a record is made of;

1. name, organisation and contact number

Title:	STCG Safeguarding & External Contractors Procedure	Staff Member Responsible:	Director of Facilities
Version:	July 2018	Review Due:	July 2019

2. time and date signed-in
3. name of the engaging member of College staff
4. confirmation that the engaging member of College staff has been contacted and given permission to work in the College / name of SO
5. purpose of the visit and location of the works
6. time signed-out, ID returned

4.7 Arrangements for Contractors with enhanced DBS Certificates

It is the responsibility of the engaging member of staff to;

1. inform the contracting organisation the level of check required
2. obtain from the contracting organisation the DBS numbers and seek clarification that the DBS checks are either clear or have no concerns given the nature of the works to be undertaken
3. pass the DBS numbers to the Director of HR
4. arrange for the contracting organisation’s HR department to contact the College’s HR department should there be concerns about the DBS disclose
5. Notify College reception that the contractor holds an appropriate level of DBS certification and may be issued with a ‘contractor’s – purple lanyard’. Reception will keep a name of the College member of staff that has provided the notification in the event of any questions arising about the contractor these will be referred back to that staff member.

4.8 Examples of Safeguarding Level Requirements

4.8.1 Planned Works

This includes contracts for works such as:

new buildings, extensions, roof repairs, boiler renewals, window renewals, re-wiring, IT installation i.e. where the work is planned and the contractor will be undertaking works over a period of weeks with various trade persons attending.

Minimum requirement: enhanced DBS certificate (including barred list information) - where the works are within the relevant College premises.

Exceptions

Contractors working on a self-contained building site where the access is separate to the College and access is controlled by a main contractor, no checks are required. In this example it is likely to be a major construction

Title:	STCG Safeguarding & External Contractors Procedure	Staff Member Responsible:	Director of Facilities
Version:	July 2018	Review Due:	July 2019

project. Supervising contractors staff will be required to have an enhanced DBS certificate (including barred list information) because of the likelihood of these contractors providing close supervision when occasionally working within the College buildings.

4.8.2 Routine Service Visits

This includes service contracts for:

boiler maintenance, fire alarm and emergency lighting checks, legionella checks, electrical tests, intruder alarms, gas heater maintenance i.e. where usually the contractor’s visit is planned and will be undertaking works over a period of hours or a couple of days involving a single or only a small number of workers.

Normally there will be a contract in place for the provision of these services and the level of check will be specified within that document.

Minimum requirement: enhanced DBS check (not including barred list information)

The engaging member of staff will need to determine whether the regulated activity is regulated or regular as set out in 4.1.

4.8.3 Emergency Call Outs

This includes contracts for works such as:

reactive maintenance, emergencies (e.g. window breakages, plumbing/electrical repairs) i.e. where the contractor’s visit is unplanned and would normally be undertaking works over a period of hours involving a single or small number of workers.

Minimum requirement: no DBS certificate required. Arrangements described in 4.5 will apply.

4.9 Out-of-hours and non-term Arrangements

The procuring member of staff arranging the contracted works will ensure that contractors are adequately supervised.

It will be desirable for the supervisor(s) to hold enhanced DBS checks (not including barred list information).

Title:	STCG Safeguarding & External Contractors Procedure	Staff Member Responsible:	Director of Facilities
Version:	July 2018	Review Due:	July 2019

A copy of the Contractor’s Code of Conduct at Appendix A will be included in the preliminaries and contract conditions for working in the College and issued at pricing stage.

4.10 Overrunning Contracts

Where a contract extends into term time, the supervisor(s) must hold enhanced DBS check (not including barred list information).

The arrangements for completing the project will then be risk assessed for safeguarding and this will be approved at Director level or above. If a suitable risk assessment with adequate controls cannot be achieved, the works will be suspended and re-arranged out-of-hours and at weekends.

5. How will we evaluate and review this procedure?

The procedure will be reviewed annually by the Director of Facilities.

Compliance with the procedure will be monitored by the Colleges’ Safeguarding Committee and monitored by the joint Governor’s Safeguarding and Health and Safety Committee.

6. Links to other Policies and Procedures

- Safeguarding Policy and Procedures
- Visible ID Policy (Carshalton College)
- Visitors Procedure

7. Responsibilities

The member of staff making the arrangements for contractors to work at the College is responsible for ensuring contractors are permitted to work in accordance with the conditions described in the policy.

Security are responsible for controlling contractor access and egress to the College premises and are required to maintain the records described in 4.6.

8. Procedure Distribution and Communication

A copy of this procedure will be published on the College Group Intranet.

Title:	STCG Safeguarding & External Contractors Procedure	Staff Member Responsible:	Director of Facilities
Version:	July 2018	Review Due:	July 2019

APPENDIX A

Code of Conduct for Contractors undertaking work at STCG College Centres

1. Observe this code at all times whilst on College premises
2. Stay within the designated work area
3. Obtain consent from the engaging member of College staff if access is required outside the designated site or work area
4. Use only the agreed access routes and ask permission from the engaging member of staff to change
5. Avoid contact with children/young people/students
6. NEVER be in contact with children/young people/students without the contracting organisation's supervision or member of College staff
7. If you are spoken to by a child/young person/student, be polite but do not engage in lengthy conversation
8. If spoken to by a child/young person/student, avoid physical contact (such actions could be easily misinterpreted or misconstrued)
9. Do not use inappropriate or profane language
10. Dress appropriately at all times
11. Keep the engaging member of staff and security informed of where you are and what you are doing
12. Immediately report to the engaging member of staff or security any matters out of the ordinary or of concern, involving children/young people/students
13. Do not give out addresses or mobile phone numbers to the children/young people/students
14. Do not arrange to meet with children/young people/students either inside or outside of the College premises
15. Do not offer to buy / sell items from / to children/young people/students
16. Do not take photographs of children/young people/students
17. Do not bring alcohol onto the College premises
18. Do not share food or drinks with children/young people/students

Title:	STCG Safeguarding & External Contractors Procedure	Staff Member Responsible:	Director of Facilities
Version:	July 2018	Review Due:	July 2019

- 19. Remember that your actions no matter how well-intentioned could be misinterpreted
- 20. Sign-in and sign-out and to wear the issued ID at all times

Title:	STCG Safeguarding & External Contractors Procedure	Staff Member Responsible:	Director of Facilities
Version:	July 2018	Review Due:	July 2019