



Chapelford Village Primary School

# Visitor (Including LGB) and Contractor Policy

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## Review Date and Summary of Changes

Date of review	Summary of changes
January 2025	New

Signed by:

_____	Headteacher	Date: _____
_____	Chair of Governors	Date: _____

## Contents:

### Statement of Intent

1. [Legal Framework](#)
2. [Authorisation](#)
3. [Safeguarding](#)
4. [Visiting Procedures](#)
5. [Exceptions](#)
6. [Unidentified Individuals](#)
7. [Conduct](#)
8. [Monitoring and Review](#)

## Statement of Intent

This policy is designed to outline Chapelford Village Primary School's procedures regarding visitors to the premises, including the local governing body and contractors on site.

From time-to-time, work must be carried out on the school premises by contractors not directly employed by the school.

Contractors, sub-contractors and specialists working on the school premises are all required to comply with relevant health and safety legislation and HSE guidance.

In addition, the school is required to ensure the safety of contractors by informing them of all risks on the premises, that may affect them during their activities.

Throughout this policy, the term '**contractor**' refers to any party (company or individual) that the school hires to complete work but is not an employee, including designers. Where contractors and designers are referred to independently, this is done to reflect a specific duty in relation to that role.

This policy will enable our school to:

- safeguard and protect the welfare of pupils and staff members
- prevent unnecessary disruption to lessons and other educational activities
- ensure that contractors meet their legal duty to not cause risk to the health and safety of themselves or others when carrying out their activities.
- protect our grounds and facilities from vandalism and misuse
- engage with the community and outside educational influences in a structured and productive manner

## 1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2023) 'Keeping children safe in education 2023'
- Childcare Act 2006
- Education Act 1996
- Home Office (2023) 'Prevent duty guidance: England and Wales'
- DfE (2022) 'Political impartiality in schools'
  
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Construction (Design and Management) Regulations 2015 (CDM)

This policy operates in conjunction with the following trust/school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- DBS Policy
- Volunteer/Work Experience Policy
- First Aid Policy
- COSHH Policy
- Lone Worker Policy
- Tendering and Procurement Policy
- Planning

Prior to commencing work, the Trust/school will identify all aspects of the work requiring a contractor and consider the health and safety implications of each. Before moving forwards, the Trust/school will ensure that:

- it has obtained the consent of the landlord
- it has all required statutory approvals and planning permission
- it is certain that existing building utilities sustain the new work
- it is certain that the contractor is competent
- it understands its duties under the CDM regulations

## 2. Responsibilities

The governing board will be responsible for appointing a member of staff to be the coordinator for health and safety. In this school, the headteacher has been appointed to the role.

The headteacher will be responsible for:

- ensuring the health and safety of all staff, pupils, visitors and contractors by ensuring a risk assessment of the premises is undertaken
- ensuring that all contractors work in line with the Health and Safety Policy
- ensuring all planned work is organised out of school time, wherever possible
- ensuring that contractors work in a responsible and professional manner
- making arrangements for contractors to work safely on site during the school day
- ensuring that the working agreement is adhered to
- notifying the contractor of any potential risks posed by the premises
- providing lit and ventilated toilets and washing facilities, drinking water and cups, and facilities for rest
- ensuring the CDM Regulations are adhered to
- setting standards for the work expected
- providing all building contractors and designers with pre-construction information
- facilitating good working relationships between the school and the contractor's employers
- monitoring and reviewing this policy

All members of school staff will be responsible for:

- taking reasonable care of their own health and safety, along with the health and safety of pupils, visitors and contractors
- making themselves aware of any upcoming work on site and associated working agreements

Contractors will be responsible for:

- complying with all health and safety policies and procedures provided by the Trust and their employer
- acting in a responsible and professional manner
- actively working towards an optimal working agreement between themselves and the school
- complying with their duties under the CDM Regulations.
- ensuring they leave the school clean and tidy at the end of the day
- testing all works on completion as necessary and supplying the headteacher with test data
- the provision of all necessary protection of floors, walls and doors against damage through works
- the provision of their own first aid facilities
- posting notices to inform staff, pupils and the public of works being undertaken, as an aid to their safety

- dressing appropriately for the work being undertaken, including the use of correct PPE at all times

### **3. CDM Regulations**

The Trust/school will always adhere to the CDM regulations. The CDM regulations apply to all building, maintenance, refurbishment and demolition work.

The Trust/school will ensure it meets its duties as a client under the CDM regulations. These duties include the following:

#### **Duties relating to managing projects**

The Trust will:

- make suitable arrangements for managing the project, including the allocation of sufficient time and other resources. This includes making arrangements that ensure that:
  - The construction work can be carried out, so far as is reasonably practicable, without risks to the health and safety of any person affected by the project
  - The required welfare facilities are provided for any person carrying out construction work
- ensure that the arrangements are maintained and reviewed throughout the project
- provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project
- ensure that a construction phase plan is drawn up by the contractor (where only one contractor is used) or the principal contractor (where multiple contractors are used)
- ensure that the designer or principal designer prepares a health and safety file for the project and keep this file upon completion of the project. If the school disposes of the client's interest in the structure, the school will provide the file to the person who acquires the client's interest
- take reasonable steps to ensure that the principal designer and contractor comply with their duties under the CDM regulations

#### **Duties relating to appointing a principal designer and principal contractor**

Where there will be more than one contractor working on a project, or where it is reasonably foreseeable that more than one contractor will be working on the project at any time, the Trust will appoint in writing:

- a principal designer, who will have control over the pre-construction phase
- a principal contractor

The appointments will be made as soon as practicable before the project begins.

#### **Duties relating to notification**

The Trust will notify the HSE of a project as soon as possible before the construction phase begins if it meets the following criteria:

- it will last longer than 30 days and have more than 20 workers working at the same time; or
- it will exceed 500 individual worker days

#### **4. Identifying a Contractor**

Before confirming a contractor to work on school premises, the Trust will be satisfied that they have the skills, knowledge and experience to fulfil the role they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

Contractors that are to be employed to provide goods or services will be appointed in line with the Trust's Tendering and Procurement Policy.

When choosing contractors, the Trust will determine competency via a series of checks. These may include:

- previous experience of the work
- clear health and safety policies and procedures
- copies of their safety method statements and relevant risk assessments
- their accident reporting systems, including the number of accidents in the last year
- whether they sub-contract and how this is selected. The school must be satisfied that their selection criteria are sufficient
- details about the health and safety training and supervision provided for their workforce
- whether they have been independently assessed for competency and by whom
- membership of any relevant trade or professional bodies
- contact details for any references
- details relating to any HSE actions, i.e. improvement or prohibition notices, or any prosecutions

#### **5. Risk Assessment**

Both the Trust and the contractor will make a 'suitable and sufficient' assessment of the risks associated with any activities undertaken and put in place appropriate measures to control these risks.

Contractors will submit copies of site- and task-specific risk assessments and method statements prior to commencing work.

#### **6. Safeguarding**

The governing board will take a proportionate risk-based approach to the level of information that is provided to contractors. Contractors will be provided with a copy of the Child Protection and Safeguarding Policy, where appropriate.

The Trust's safeguarding requirements will be set out in the contract between the contractor and the Trust.

The headteacher will be responsible for ensuring contractors have been subject to the appropriate level of DBS check.



A contractor will require an enhanced DBS check with children's barred list information if they work in regulated activity relating to children.

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

Contractors working outside, with no contact with pupils, will not require a DBS check.

Under no circumstance will a contractor who has not undergone a DBS check be left unsupervised with pupils. The headteacher will determine the appropriate level of supervision required in line with the circumstances.

Where possible, the school will aim to effectively manage the risk of potential harm via segregation.

If a contractor working at the school is self-employed, the school will consider obtaining the DBS check if one is required.

The identity of contractors will always be checked upon their arrival at the school.

When appointing contractors, the school will consider their responsibilities under the Prevent Duty. Due diligence checks will be conducted on contractors working at the school or providing extra-curricular activities.

The DSL will manage any safeguarding concerns or allegations regarding contractors in line with the Child Protection and Safeguarding Policy. Where staff have a concern or allegation of a contractor harming or posing a risk of harm to pupils, this will be referred to the headteacher. Concerns that do not meet the harm threshold will be shared and managed in line with the Low-level Safeguarding Concerns Policy.

Low-level concerns which are shared about a contractor will be notified to their employer to enable any potential patterns of inappropriate behaviour to be identified.

In line with established procedures, all contractors must wear a visitor's badge at all times while on school grounds. All visitors' badges will be returned at the conclusion of the work.

No contractor will execute work on the school site without the express permission of the headteacher, other than in an emergency or to make the area safe following theft or vandalism.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

Where there are uncooperative visitors, whether in agreement to work with the school or not, threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call.

## **7. Lone Working**

Contractors will adhere to the Lone Worker Policy enforced by their employer.

Lone-working contractors will ensure they have the necessary equipment to assist with lone working and this equipment is in working order.

## **8. Working Together**

The managers and supervisors from all parties will exchange all information regarding the work to be undertaken, risks, safety procedures, etc. that may affect the other party.

A pre-contract meeting will take place between the school and contractor prior to work commencing. A programme of work will be established and agreed. During this meeting, the parties will discuss the following:

- emergency procedures
- whether any emergency alarm practices are due
- the use of appropriate clothing
- the use of appropriate language
- limiting disruptive noise

Designated persons from each party will meet on a weekly basis, or more frequently if needed, to discuss concerns and progress.

Where there is more than one contractor on site, parties will communicate to ensure that work will not affect other parties.

## **9. Reporting Incidents**

The school will maintain an incident register. It will contain accurate details of all significant incidents. All staff members will be expected to report the following incidents using the school's incident reporting system:

- trespassing
- aggressive behaviour by persons other than pupils
- security matters reported by pupils
- other security-based incidents giving cause for concern

The SBM will securely store all completed forms in an incident register.

Together with the headteacher, the SBM will monitor the register to identify developing patterns and to consider the need for action.

The contractor will provide full and adequate supervision during work and provide the name of the person responsible for site supervision. There will be one point of contact for both the contractor and the school.

The contractor will ensure that all agreed work practice is in place. If they utilise sub-contractors, they will ensure they adhere to the agreed work practice and that supervision is provided where necessary.

Contractors will be required to:

- provide a copy of any relevant health and safety policies – this is a requirement if there are five or more workers
- comply with all relevant health and safety legislation
- keep noise and waste to a minimum
- ensure that no products containing asbestos or chlorofluorocarbons (CFCs) are used on school premises
- be aware of and comply with the school's emergency procedures, including the evacuation, invacuation and lockdown procedures
- evacuate buildings at the sound of the fire alarm, report their safe evacuation to the headteacher and go to the nominated assembly area(s)
- provide written risk assessments and method statements before work commences
- work in a safe manner and not endanger staff, pupils, the public or themselves
- work behind substantial physical barriers, with appropriate warning signs, at all times, unless agreed otherwise with the headteacher
- adequately control physical and chemical hazards to prevent risks to school staff, pupils and visitors (e.g. trailing leads, solvent fumes, absence of lighting or fire alarm)
- avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors and staircases or other fire escape routes may take place only with the consent of the headteacher
- get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical cabling or pipework

The following activities will be prohibited on school grounds:

- smoking, including vaping
- possessing or drinking alcohol
- taking, possessing or being under the influence of illegal substances
- shouting, swearing, an over-familiarity with pupils or staff
- working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the headteacher

If any of these requirements are not met, the headteacher will have the authority to stop work. If the headteacher believes a danger is posed to contractors, staff or pupils, they may stop work.

## **10. Authorisation**

Individuals who would like to visit the school but are not in contact with a member of staff regarding this, will arrange their visit through the school office, who can be contacted on 01925 712554.

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they are from where applicable.

The school office should be contacted about a proposed visitation at least two weeks in advance. Where appropriate, the school office will pass all details on to the headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the headteacher's authorisation.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT.

Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

## **11. Safeguarding**

The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

Prior to arranging a visit, the headteacher will ensure careful consideration is given to the suitability of the person or organisation. This will include an assessment of:

- the educational value of the visit
- the age appropriateness of what is going to be delivered
- whether relevant checks will be required.
- whether the visit could bring the school into disrepute
- how compatible the visit is with the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

A visitor will require an enhanced DBS check with children's barred list information if they will be undertaking 'regulated activity' at the school.

For visitors at the school in a professional capacity, the school will check their ID upon arrival and receive assurance that the visitor has had the appropriate DBS check in advance. The school will not ask to see the DBS certificate in these circumstances.

DBS checks will be undertaken in accordance with the DBS Policy.

The DSL and headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

The headteacher will use their professional judgement to determine whether a visitor should be escorted or supervised while on school premises.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils. The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

The school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to pupils from visitors.

## **12. Visiting Procedures**

All visitors to the school, including parents, will comply with the following procedure:

- immediately report to the school reception area on arrival
- provide their details to the school office staff, including:
  - name
  - purpose of visit
  - name of pupil the visit pertains to/staff member who arranged the visit
  - expected length of visit
- sign-in using the digital sign in app
- display ID badges provided at all times while on school property
- sign-out using the digital 'Sign In' app upon departure
- return ID badges to the school office before departure

Visitors will be briefed prior to the visit on any requirements, such as proof of identity, they should be aware of and provided with a copy of relevant procedures, e.g. a summary of key safeguarding and health and safety information.

Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.

Visitors will be advised that the school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

## **13. Exceptions**

Members that are a part of the Local Governing Body, will have been subject to a dbS check carried out by the Trust and also have taken part in a full Governor induction. They will still need to follow visitor sign in procedures and report to the office on arrival.

Visitors attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined in the visiting procedures section of this policy.

Anyone attending school events will be instructed to keep to the areas of the school grounds where the events are taking place (eg the sports field, school hall).

## **14. Unidentified Individuals**

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office where they can sign-in.

If a visitor cannot be identified, the headteacher will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

## **15. Conduct**

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

## **16. Monitoring and Review**

This policy will be reviewed by the headteacher annually. The next review of this policy is shown on the front cover of this policy.

Amendments to the policy will be communicated to all relevant stakeholders.