



Contractors on Site Policy

Next review due	February 2027
Last review	
Reviewed by	Michael Lavelle (Curriculum Governor)
Approved by	Dr Julie Smith, Chair of Governors

CONTRACTORS ON SITE POLICY

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School Procedures and Expectations

Independent schools have a duty of care to safeguard pupils, staff, and visitors while ensuring that the learning environment remains safe, respectful, and uninterrupted. Contractors often need access to school premises to carry out essential maintenance, repairs, or improvements. Without clear procedures, there is a risk of compromising safeguarding standards, health and safety compliance, and the quality of teaching and learning.

The policy is essential to balance the operational needs of the school with its statutory responsibilities for safeguarding and health and safety. It provides assurance to governors, staff, parents, and pupils that contractors are managed in a way that protects the integrity of the school environment and upholds best practice. This policy is therefore necessary to:

Safeguarding Compliance

- Ensure all contractors are appropriately vetted through DBS checks and identity verification.
- Provide clear supervision arrangements, especially in a special school setting where pupil safety is paramount.

Health and Safety Assurance

- Require contractors to read and sign the asbestos register and logbook, preventing accidental exposure or unsafe practices.
- Familiarise contractors with the Health and Safety Law poster and site-specific requirements.
- Confirm liability insurance is in place to protect both the school and contractors.

Respect for the Learning Environment

- Minimise disruption to teaching and learning by controlling noise levels and movement around the site.
- Reinforce the school's code of conduct, ensuring contractors act professionally and respectfully at all times.

Clarity and Accountability

- Provide a consistent framework for reception staff, site managers, and contractors to follow.
- Use identification badges and coloured lanyards to make supervision requirements visible and enforceable.
- Ensure all contractors understand safeguarding expectations through the leaflet provided on arrival.

Special School Context

- Recognise the sensory needs of pupils and the importance of maintaining a calm, predictable environment.
- Embed practices that protect vulnerable learners while enabling essential works to proceed safely.

Purpose

This policy sets out the procedures and expectations for all contractors visiting the school. It ensures the safety of pupils, staff, and visitors, while maintaining a respectful environment that supports teaching, learning, and the school's therapeutic ethos.

Scope

This policy applies to all contractors, whether attending for one off works or as part of regular, named arrangements.

Pre-Registration Requirements

- **DBS Details:** Regular, named contractors must pre-register with the school, providing up to date Disclosure and Barring Service (DBS) information.
- **Insurance:** Contractors must provide evidence of full liability insurance upon request.
- **Approval:** Only contractors who have completed pre-registration and compliance checks will be permitted to work on site.

Arrival and Sign-In Procedures

- **Reception:** All contractors must report to reception on arrival.
- **Identification:** Contractors must present photographic ID and DBS documentation.
- **Sign-In:** Contractors must sign the visitor log and wear school issued identification at all times.
- **Lanyards:** Identification will include a coloured lanyard system indicating whether the contractor requires supervision and accompaniment by a staff member.

Health, Safety, and Compliance

- **Asbestos Register:** Contractors must read the asbestos register and sign the asbestos logbook before commencing work.
- **Safeguarding Leaflet:** Contractors will be provided with a safeguarding leaflet on arrival and must confirm they have read and understood it.
- **Health and Safety Law Poster:** Contractors should familiarise themselves with the Health and Safety Law poster displayed on site.
- **Noise Control:** Contractors must keep noise to a respectful level, recognising the sensory needs of pupils in a special school environment.
- **Conduct:** Contractors must adhere to the school's Code of Conduct, ensuring respect for teaching and learning activities at all times.

Supervision and Identification

- **Supervised Access:** Contractors identified as requiring supervision must remain accompanied by a designated staff member throughout their time on site.
- **Identification:** School issued badges and lanyards must be worn visibly at all times.

General Expectations

- Respect confidentiality and professionalism in all interactions.
- Follow staff instructions promptly and courteously.
- Ensure all work areas are left safe, tidy, and secure.
- Report any incidents, hazards, or concerns immediately to reception or the designated site manager.

Non-Compliance

Failure to follow these procedures may result in removal from the site and termination of contract arrangements.

Review

This policy will be reviewed annually to ensure compliance with safeguarding legislation, health and safety regulations, and best practice for independent schools.