



DIOCESE OF CHICHESTER
ACADEMY TRUST

Contractor Policy

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1	September 2022	Taken from The Key JS/DL	Board of Trustees	

<i>Type of Policy</i>	<i>Tick ✓</i>
DCAT Statutory Policy	
DCAT Non-statutory Policy	✓
DCAT Model Optional Policy	
Academy Policy	
Local Authority Policy	

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Introduction

Our **vision** for our Trust is we exist to:

Help every child achieve their God-given potential

Our **aims** are clear. We aim to be a Trust in which:

Developing the whole child means pupils achieve and maximise their potential

Continued development of staff is valued and improves education for young people

All schools are improving and perform above national expectations

The distinct Christian identity of each academy develops and is celebrated

Our work as a Trust is underpinned by shared **values**. They are taken from the Church of England's vision for Education and guide the work of Trust Centre team. They are:

Aspiration

I can do all things through Christ who strengthens me
(Philippians 4 vs 13).

Wisdom

Listen to advice and accept discipline, and at the end you will be counted among the wise
(Proverbs 19 vs 20)

Respect

So in everything do to others what you would have them do to you
(Matthew 7 vs 12)

Our vision of helping every child achieve their God-given potential is aligned with the Church of England's vision for education and is underpinned by the Bible verse from John: *I have come that they may have life, and have it to the full.*

Section I

1. Policy aims

The aim of the Diocese of Chichester Academy Trust contractor policy is to:

- Ensure that all services and works provided by contractors is planned and managed so as to minimise risks to health, safety and welfare of staff, pupils and visitors to the school.
- Ensure that contractors adhere to our policies and procedures, including safeguarding
- Provide contractors with clear expectations and guidelines

Schools will determine whether individuals are regular contractors or visitors by using the Visitor Flowchart in [appendix I](#). If an individual is a visitor then they will follow the school procedures for visitors and this policy will not apply.

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#) and the [Construction \(Design and Management\) Regulations 2015](#) (CDM 2015).

2. Definitions

A contractor is a person or company that arranges to supply services on behalf of a company. Examples of contractors within our schools include, but are not limited to:

- Catering staff
- IT staff
- Educational specialists – e.g. sports coaches
- Individuals undertaking premises maintenance – e.g. electricians, plumbers etc

Where contractors are used for maintenance, repairs, installation, construction, demolition in schools, section 2 of this policy applies.

3. Safeguarding

Safeguarding our pupils is of paramount importance, and our contractors must share our commitment to child protection. The Trust and its schools will ensure that all contractors, prior to working on site, have undergone the appropriate safeguarding checks. The comprehensive checks are for the best interest of both the contractors and our pupils, in line with DCAT safeguarding policies and best practice. These have been based on the guidance found in Keeping Children Safe in Education, published by the Department for Education.

The contractor, will be asked to confirm that they have completed the following checks for their employees:

- An appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including Children's Barred List information). All other contractors not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check not including Children's Barred List, will be required.
- An identity check
- The right to work in the UK

- Appropriate qualifications are in place
- Overseas checks have been carried out if the employee has lived or worked abroad in the last five years
- A childcare disqualification declaration has been completed where applicable and signed
- Two references have been obtained

A copy of the DCAT contractors letters can be found in appendix 2.

It is a requirement that all contractors present an enhanced DBS disclosure certificate and photographic ID to the SBM on arrival on site. It is our policy to carry out a risk assessment for any contractor who has a blemished DBS.

All regular contractors will be added to the school's Single Central Record. Schools should refer to the Visitors Flowchart (appendix 1) if in any doubt as to whether the contractor is a one-off visitor or contractor.

4. Additional Information

In addition to the safeguarding information requested, contractors may be asked to provide the following documentation, some of which will only be relevant to undertaking a contract for premises/repairs/servicing:

- Public Liability Insurance
- Employers Liability Insurance
- Professional Indemnity Insurance
- Evidence of qualification/training (for example Gas Safe registered, 18th Edition Wiring Regulation qualified Asbestos Awareness Training, Working at Height training etc)
- RAMS (Risk Assessments & Method Statements)
- Safe Systems of Work
- Health & Safety Policy (specific to working on a school site if you have one)

5. Conduct of Contractors

Contractors must comply with the code of conduct set out in the [appendix 3](#) of this policy.

6. Data protection and record keeping

Our privacy notice explains what information we collect about volunteers and why we collect it.

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of contractors from the single central record (SCR) once they no longer work at our school

A copy of the Trust's privacy notice can be found on the Trust website <https://dcat.academy/>

7. Linked Policies

- Safeguarding & Child Protection
- Health and Safety

8. Monitoring and review

This policy has been approved by the Board of Trustees and will be reviewed every 3 years

Section 2: Contractors for maintenance, repairs, installation, construction and demolition in schools.

(SCHOOL/ACADEMY NAME) will refer and adhere to the [Construction \(Design and Management\) Regulations 2015](#) (CDM 2015). These regulations apply to all construction projects in Great Britain and will have a major impact on all domestic and commercial clients. Other than in Part 4 of the Regulations, the Regulations apply to construction projects as a whole – from concept to completion.

(SCHOOL/ACADEMY NAME) will fall under ‘commercial client’ and should be aware of the extra duties and obligations that will now be placed upon them. **These regulations will affect all schools in control of their own building or property management.**

The Local Governing Body is aware of its duties as ‘The Client’ as defined by the *Construction, Design and Management Regulations 2015* (CDM 2015).

(SCHOOL/ACADEMY NAME) and the Local Governing Body are aware that other regulations apply to construction. For example, but not limited to; *Work at Height Regulations 2005* and the *Control of Asbestos Regulations 2012* and they will adhere to all legislation and regulations.

Who are Contractors?

The *Health and Safety at Work etc. Act 1974* places a duty on organisations to, so far as is reasonably practicable, ensure the health, safety and welfare of its staff and anyone else who may come into contact with (SCHOOL/ACADEMY NAME) this includes contractors and sub-contractors.

The HSE defines a contractor as: “As any person who, in the course of furtherance of a business, carried out or manages construction work”.

Using contractors for maintenance, repairs, installation, construction, demolition and many other jobs may be routine in (SCHOOL/ACADEMY NAME), however (SCHOOL/ACADEMY NAME) is aware that many accidents involve contractors working on site.

Both (SCHOOL/ACADEMY NAME) and any contractor working for them, recognise that they will have duties under health and safety law. This also applies when a contractor employs subcontractors.

Anyone who directly employs, engages construction workers or controls or manages construction work is **also a contractor** (e.g. (SCHOOL/ACADEMY NAME)) for the purposes of these regulations. This includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether the workers are employees or self-employed and to agency workers without distinction.

Sometimes (SCHOOL/ACADEMY NAME) may have more than one contractor on site. (SCHOOL/ACADEMY NAME) will determine how various contractors’ work may affect each other and how they interact with (SCHOOL/ACADEMY NAME) activities.

Definition of Construction Work

This is defined in the *CDM Regulations 2015* as:

- Construction;
- Alteration;

- Conversion;
- Fitting out;
- Commissioning;
- Renovation;
- Repair;
- Upkeep;
- Redecoration;
- De-commissioning, demolition or dismantling of a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- Other maintenance including cleaning under pressure or involving toxic/hazardous substances; or
- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

Selection and Management

Under the *Management of Health and Safety at Work Regulations 1999*, employers should engage the services of competent people to assist with their duties. **(INSERT NAME OF THE SCHOOL/ACADEMY'S HEALTH AND SAFETY COMPETENT PERSON)** will assist **(SCHOOL/ACADEMY NAME)** in ensuring that not only the school's staff are competent in making decisions but that the contractors engaged also display and prove the required level of competency, before and during engagement.

The client **(SCHOOL/ACADEMY NAME)** is at the top of the supply chain and they are expected (under the new *CDM 2015*) to take a greater role in setting standards and ensuring risks to health, safety and welfare are adequately managed.

A Principal Designer **MUST** be appointed by **(SCHOOL/ACADEMY NAME)** if there is more than one contractor working on site. If **(SCHOOL/ACADEMY NAME)**, fails to appoint a Principal Designer, under regulation 5 (3), the client **(SCHOOL/ACADEMY NAME)**, must fulfil the duties of the Principal Designer in regulations 11 and 12.

A Principal Contractor **MUST** also be appointed where there is more than one contractor on site. If **(SCHOOL/ACADEMY NAME)**, fails to appoint a Principal Contractor, under regulation 5 (4), the client **(SCHOOL/ACADEMY NAME)**, must fulfil the duties of the Principal Contractor in regulations 12 and 14.

The Principal Designer will manage the health and safety in the pre-construction phase of the project. This role extends to the construction phase through the Principal Designer's duties to liaise with the Principal Contractor and on-going design work. They must coordinate other designers and are responsible for overseeing health and safety during the project. The Principal Designer will also ensure that the health and safety file is prepared during the project and handed to the client at the end of the project.

The contractor (if there is only one) or Principal Contractor (if there is more than one) will be responsible for creating a Construction Phase Plan. A plan must be created for **any** construction work. The Principal Contractor will coordinate all contractors.

- The HSM (**INSERT NAME OF HSM**) will be informed of any proposals to engage a contractor;
- Contractors will be selected on the basis of competence and suitability to undertake the required work;
- The contractor must also provide evidence of the competence and suitability of any sub-contractors before the contract commences;
- In addition contractors must provide evidence of adequate insurance cover;
- The contractor (if there is only one) or Principal Contractor (if there is more than one) will be responsible for ensuring site safety standards are managed on site and the construction phase plan should describe how the contractor will fulfil their responsibilities.
- Contractors will be required to submit a copy of their Health and Safety Policy and risk assessments to the HSM (**INSERT NAME OF HSM**) (or the person undertaking the contract if so directed by the HSM) before the contract commences;
- All contractors/sub-contractors/designers etc. will be DBS checked in line with the government guidance and (**SCHOOL/ACADEMY NAME**) policy on safeguarding pupils;
- The Principal Designer will take on the now redundant role of the CDM Co-ordinator;
- The HSM (**INSERT NAME OF HSM**) will arrange for relevant risk assessments to be made on behalf of (**SCHOOL/ACADEMY NAME**) by appropriately trained assessors;
- All contractors working at one of the Schools in DCAT will be required to download the Asbestos Register, this is available by scanning the QR code located in the asbestos register in reception. If there is any likelihood of the presence of asbestos the HSM (**INSERT NAME OF HSM**) will ensure that expert opinion is sought and acted upon; this will include any Refurbishment and Demolition surveys that are required.
- Method statements and safe systems of work will also be required from the contractors for approval by the HSM (**INSERT NAME OF HSM**) in consultation with the (**HEAD TEACHER/PRINCIPAL**); and
- A report on all the arrangements must be made to the (**HEAD TEACHER/PRINCIPAL**) (**AND LOCAL GOVERNING BODY/TRUST/EMPLOYER**) before the contract commences.

Pre-Construction Information

Pre-construction information includes information that is already held by (**SCHOOL/ACADEMY NAME**) e.g. an existing Health and Safety file, an asbestos survey, structural drawings etc., or which is reasonable to obtain through sensible enquiry (regulation 21).

(**SCHOOL/ACADEMY NAME**) must provide this pre-construction information as soon as is practicable to each designer, including the Principal Designer and contractors, including the Principal Designer who is either bidding for the work or has been appointed. The Principal Designer once appointed (**CAN/WILL**) (**PLEASE DELETE/AMEND AS APPROPRIATE**) take on the responsibility for access to and acknowledgement of the pre-construction information.

Construction

Phase

Plan

Under the new *CDM 2015* requirements, a plan has to be created for **any** construction work. An application suitable for a smart phone/tablet '[CDM Wizard](#)' has been created by the CITB which can be used for smaller projects.

The client, **(SCHOOL/ACADEMY NAME)** will ensure that a construction phase plan for the project is prepared before the construction phase begins.

For single contractor projects, the contractor must ensure the plan is prepared. For projects involving more than one contractor, this is the Principal Contractor's duty.

The Construction Phase Plan (depending on the project) should contain the following (this is not an exhaustive list):

- General project overview together with a scheduling programme;
- Contractors site rules;
- List of responsibilities and the names of the duty holders;
- Emergency procedures and emergency contact details;
- A risk register;
- Risk assessments and method statements together with an explanation of how hazards will be identified and risks managed throughout the project. Additional policies/documents for certain high risk categories will need further detail e.g. asbestos, electrics, steam pipes, working at height, confined spaces, hot works, infection control;
- Details of how induction and tool box talks will be carried out together with the details of any further training needed or taken in the course of the project;
- Signing in/out procedures and how to manage visitors to the site;
- A plan of the site showing escape routes, first aid locations, waste disposal, site warning notices, fire muster points;
- Details of how deliveries will be made to site and how the separation of vehicles from people will take place;
- Details of how project meetings will be planned;
- Selection criteria for sub-contractors;
- The location of welfare facilities;
- Details of the supervision of all workers with specific details in relation to inexperienced or new workers or where workers will be operating alone or in small groups;
- How the potential for contact with asbestos will be managed;
- What the isolation arrangements are and how the potential accidental contact with services will be managed;
- How working at height will be managed;
- A demolition plan should be included (if relevant); and
- Information on how any potential conflict with neighbours, members of the public or other building users can be managed.

The Health and Safety File

A health and safety file will be kept for all projects that involve more than one contractor. **(SCHOOL/ACADEMY NAME)** will ensure that the Principal Designer prepares the health and safety file.

To ensure that an appropriate health and safety file is produced at the end of the project, **(SCHOOL/ACADEMY NAME)** must:

- Provide the Principal Designer with any existing file produced as part of an earlier project so the information it contains can be used to plan the preconstruction phase of the current project;

- Ensure the Principal Designer prepares a new file (or revises any existing one);
- Ensure the Principal Designer reviews and revises the file regularly and passes the completed file back at the end of the project;
- Ensure the file is handed to the Principal Contractor if the Principal Designer's appointment finishes before the end of the project;
- Ensure the file is kept available for anyone who needs it to comply with relevant legal requirements; and
- Pass the file to whoever takes over the building and takes on the client duties if the client decides to dispose of their interest in it.

(SCHOOL/ACADEMY NAME) will also have regard to Appendix 4 and 5 of the HSE's [Managing Health and Safety in Construction: Construction \(Design and Management\) Regulations 2015: Guidance on Regulations \(L153\)](#).

Notification

(SCHOOL/ACADEMY NAME) will comply with regulation 6 of CDM 2015 which sets out the duty that a client has to notify the relevant enforcing authority of certain construction projects.

As the Client, (SCHOOL/ACADEMY NAME) will submit any notices required to the relevant authority as soon as is practicable before the construction phase begins. An up-to-date copy of the notice must be displayed in the construction site office, so that it is accessible to anyone working on the site.

All requirements of CDM 2015 apply whether or not the project is notifiable.

Welfare Arrangements

Welfare facilities must be provided and meet the CDM 2015 standards. (SCHOOL/ACADEMY NAME) will ensure that workers have access to hot and cold or warm running water for washing. Other facilities must include a place where the workers can eat, boil a kettle and rest in the warm. Further information can be found in Schedule 2 of the [HSE Guidance](#) (page 63) and in [Provision of Welfare Facilities During Construction Work](#).

Responsibilities (INSERT SPECIFIC ROLES/RESPONSIBILITIES HERE)

The **Health and Safety Manager (HSM) (INSERT NAME OF HSM)** has the responsibility for:

- Checking the competence and suitability of the contractor, the Principal Contractor and any sub-contractors including the Principal Designer and other designers;
- Signing off the health and safety arrangements (including all risk assessments, construction phase plans and any hot working arrangements) as suitable and satisfactory, following agreement by the (HEAD TEACHER/PRINCIPAL) (or (HEAD TEACHER/PRINCIPAL)'s representative) before the work commences;
- Ensuring that the progress of the contract and its safety aspects are appropriately monitored and adhered to in relation to the construction phase plan;
- Liaising and reporting as required to the (HEAD TEACHER/PRINCIPAL), the Local Governing Body and the appointed competent person (INSERT COMPETENT PERSON HERE);

- Ensuring that **(SCHOOL/ACADEMY NAME)**'s health and safety and security policies are maintained throughout the course of the contract and that any necessary changes are reported to the **(HEAD TEACHER/PRINCIPAL)**;
- Ensuring that **(SCHOOL/ACADEMY NAME)**'s policy for the safety and security of staff and students is maintained during the contract; and
- Signing off the completed contract at the end, following agreement by the **(HEAD TEACHER/PRINCIPAL)** (or **(HEAD TEACHER/PRINCIPAL)**'s representative).

In addition to the expert advice that must be obtained, the HSM **(INSERT NAME OF HSM)** may obtain appropriate professional/expert advice if he/she deems it necessary. The HSM should enlist the help of the **(SCHOOL/ACADEMY NAME)** health and safety competent person **(INSERT NAME OF THE SCHOOL'S HEALTH AND SAFETY COMPETENT PERSON)**.

The **(HEAD TEACHER/PRINCIPAL)** (or representative) is responsible for:

- Agreeing the arrangements for the contract and the appointment of a competent and suitable contractor;
- Checking with the HSM the proper progress of the contract and suitability of the contractors;
- Ensuring that adequate arrangements are in place to secure the safety of the site;
- Agreeing to the signing off of the contract when completed; and
- Informing **(THE LOCAL GOVERNING BODY/TRUST/EMPLOYER)** of any irregularities or concerns.

The **Local Governing Body** is responsible for:

- Scrutinising the arrangements set out in the contracts and offering advice to the **(HEAD TEACHER/PRINCIPAL)** and HSM;
- Receiving and commenting on interim and final reports on the contracts; and
- Intervening and determining appropriate action if it considers that a contract or progress of a contract is unacceptable.

Monitoring and Review

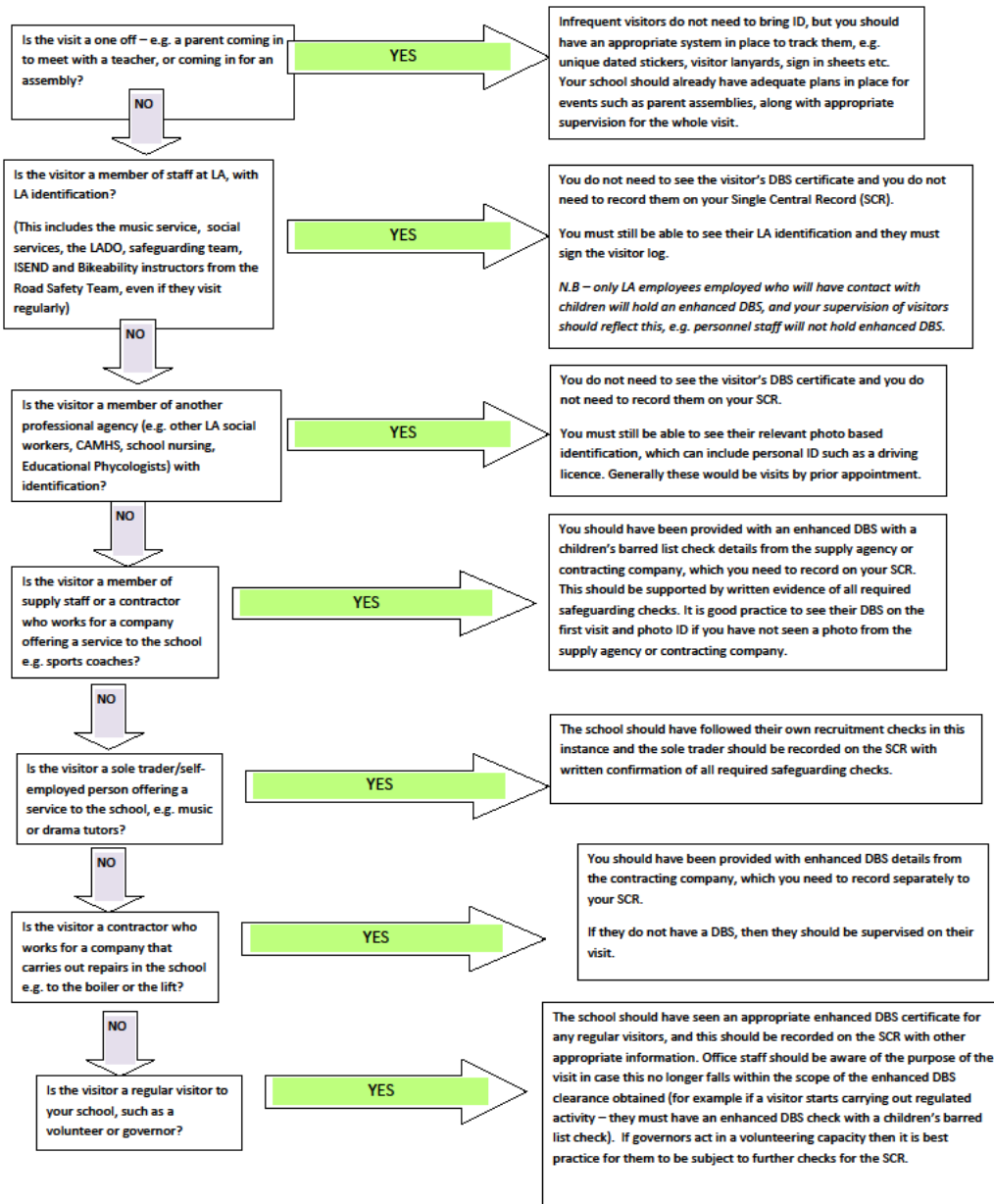
(PLEASE INSERT THE PEOPLE WITH RESPONSIBILITY HERE, BELOW IS A SUGGESTION).

The **(HEAD TEACHER/PRINCIPAL and the HSM together with the appointed COMPETENT PERSON)** will monitor the implementation of the policy and will report to the Local Governing Body.

The **Trust Board** will review this policy 2-yearly and assess its implementation and effectiveness.

Appendix I: Visitor Flow Chart

Visitor Flowchart



All visitors should sign in and out, be aware of safeguarding procedures in your schools and be identifiable to all staff and children using an appropriate system, e.g. coloured lanyards, dated stickers etc. If your visitor does not fall into the above categories, you should use professional judgement – for example, do they have an appointment, can you call their office to confirm their ID, etc.?

Rather than cancelling appointments, are you happy that you have the capacity for adequate supervision?

This is not full guidance and is intended as an aide memoir only- It is the responsibility of the school to ensure their safeguarding procedures are robust and in line with Keeping Children Safe in Education (September 2022)

Appendix 2: Contractors Letters

INSERT SCHOOL ADDRESS

INSERT DATE
INSERT COMPANY ADDRESS

Safeguarding Letter for Contractors

Dear Sir/Madam,

You are due to start a contract with **INSERT SCHOOL NAME** from **INSERT DATE**. In order to ensure the safeguarding of our children we require a number of checks on your employees who will be visiting our school before you commence your contract. The comprehensive checks are **for or in** the best interest of both yourself and our pupils, in line with DCAT safeguarding policies and best practice. These have been based on the guidance found in Keeping Children Safe in Education, published by the Department for Education.

It is a requirement that all of your employees present an enhanced DBS disclosure certificate and photographic ID to the **INSERT NOMINATED PERSON ROLE** on arrival on site. It is our policy to carry out a risk assessment for any contractor who has a blemished DBS.

As the employer, you must sign to confirm that you have completed the following checks for your employees:

- An appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including Children's Barred List information). All other contractors not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check not including Children's Barred List, will be required.
- An identity check
- The right to work in the UK
- Appropriate qualifications are in place
- Overseas checks have been carried out if the employee has lived or worked abroad in the last five years
- A childcare disqualification declaration has been completed where applicable and signed
- Two references have been obtained

It would be appreciated if you could complete the form below to provide the details of all your company's contractors who we can expect to be working on our site. We have to record this information on our Single Central Record. Should the names of the individual contractors alter during the time of the contract please provide me with updated information, along with written confirmation the above checks have been completed on the new individual.

It is also our expectation that you have confirmed that safeguarding and child protection training has been completed by your employees which will be regularly updated.

Name	Date of Birth	DBS Certificate Number	Date of Disclosure	I can confirm all the above mentioned checks have been completed on this employee

DELETE IF NOT REQUIRED

As you are undertaking a contract in regard to premises/repairs/servicing, we also require you to submit a copy of the following:

- Public Liability Insurance
- Employers Liability Insurance
- Professional Indemnity Insurance
- Evidence of qualification/training (for example Gas Safe registered, 18th Edition Wiring Regulation qualified etc)
- RAMS (Risk Assessments & Method Statements)
- Safe Systems of Work
- Health & Safety Policy (specific to working on a school site if you have one)
- Enhanced DBS Check

Please sign and date this letter to confirm that you have completed all the above mentioned checks. This letter should then be returned to me by email. As the contract will be starting soon it is essential that this is returned to me by return please.

Yours sincerely

INSERT NAME

INSERT JOB TITLE

INSERT TELEPHONE NUMBER

INSERT EMAIL ADDRESS

Date:

To be signed by Company

I can confirm all the checks mentioned above have been completed on the employees who will be visiting for the duration of this contract. I confirm I will keep you updated as to any changes in individuals who may be visiting and will provide an updated copy of this letter confirming the relevant checks have been carried out.

Yours sincerely

INSERT NAME

INSERT JOB TITLE

Date:

INSERT DATE

INSERT CONTRACTOR ADDRESS

Safeguarding Letter for Contractors

Dear Sir/Madam,

Welcome to **INSERT SCHOOL NAME**. In order to ensure the safeguarding of our children we require a number of checks before you commence your contract. The comprehensive checks are for the best interest of both yourself and our pupils, in line with DCAT safeguarding policies and best practice. These have been based on the guidance found in Keeping Children Safe in Education, published by the Department for Education.

Required Documentation

As a sole trader you will need to bring the evidence of the following in to show **INSERT NAME AND JOB TITLE**:

1. An appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including Children's Barred List information). All other contractors not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check not including Children's Barred List, will be required. If you do not have an enhanced DBS, please contact **INSERT NAME** to arrange for an enhanced DBS to be completed for which you will be charged (£44.00). Please note that once completed, it takes a minimum of two weeks to receive a DBS clearance.
2. An identity check with 3 proofs of identity.
3. The right to work in the UK (current or expired UK/EU passport or Full Birth Certificate and proof of National Insurance number)
4. Appropriate qualifications are in place.
5. Children's Barred List check.
6. Overseas checks have been carried out if you have lived or worked abroad in the last five years.
7. A childcare disqualification declaration has been completed and signed. (See below)
8. The names of two referees.

You must also sign to confirm that:

- You have received a copy of the **ADD SCHOOL NAME** Safeguarding and Child Protection Policy which you have adopted and read.
- You have received a copy of the **ADD SCHOOL NAME** staff code of conduct which you have adopted and read.
- You have read and understood part 1 and Annex A in Keeping Children Safe in Education 2021.
- You either have completed Safeguarding and Child Protection Training which will be regularly updated, at least every two years, and can evidence this; or request support from the academy to access online safeguarding training at a charge of £12.50 and when completed pass the training certificate to the academy (delete as appropriate).

Please sign and date this form to confirm that you have completed all the above mentioned checks and in order for a starting date to be confirmed and return it to **INSERT NAME AND ROLE**.

Print company & full name: _____ Position: _____

Signed by: _____ Date _____

Signed by: _____ Date _____

On behalf of **ADD SCHOOL NAME**

Staff Disqualification Declaration

Diocese of Chichester Academy Trust

In September 2021, the Department for Education (DfE) issued an update to its Statutory Guidance “Keeping Children Safe in Education”. <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

This update requires schools which provide care for pupils under the age of 8, to ensure that **staff and volunteers** working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009.

Ref: <http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made>

The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, will replace the 2009 regulations on 31st August 2018. Ref:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006#history>

A person may be disqualified through

1. having certain orders or other restrictions placed upon them
2. having committed certain offences

You are required therefore to sign the declaration below confirming that you are not disqualified under those Regulations from working in this Trust. If you fail to complete and return the form, this will be regarded as a disciplinary matter for staff, which may result in dismissal and in the case of volunteers, will mean that you can no longer work for the Trust.

A disqualified person is not permitted to continue to work in a setting providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED.

Ref: <http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-and-childcare-providers>.

Name	Company	Role
<i>Please circle one option for every question</i>		
Section 1 – Orders or other restrictions		
Have any orders or other determinations related to childcare been made in respect of you?		YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?		YES / NO
Have any orders or other determinations been made which prevents you from being registered in relation to child care, children’s homes or fostering?		YES / NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? Available from the Trust or at the link below: http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made		YES / NO

Section 2 – Specified and Statutory Offences	
Have you ever been cautioned, reprimanded, given a warning for or convicted of:	
• Any offence against or involving a child? (A child is a person under the age of 18)?	YES / NO
• Any violent or sexual offence against an adult?	YES / NO
• Any offence under the Sexual Offences Act?	YES / NO
Any other relevant offence? Available from the Trust or at the links below: http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made	YES / NO
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?	YES / NO

Section 4 - Declaration	
In signing this form, I confirm that the information provided is true to the best of my knowledge and that:	
<ul style="list-style-type: none"> • I understand my responsibilities to safeguard children. • I understand that I must notify the Trust’s Safeguarding Officer immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made in respect of me that would render me disqualified from working with children. 	
Signed	
Print Name	Date

Appendix 3: Code of Conduct for Contractors

Information and Code of Conduct for Contractors

Adapt this form to suit your school's context. You may need to change the names of policies, or update references to them.

The Diocese of Chichester Academy Trust (DCAT) considers the health and safety of its employees, students and others who may be affected by its undertaking to be of paramount importance and is committed to continual importance in standards in health and safety.

Contractors must conduct their activities so that conditions and methods used are safe for their own staff, subcontracted staff and academy employees, pupils and any others who may be affected by their undertakings at the school. This is highlighted in the Health and Safety at Work Act 1974, and other relevant statutory provisions, and our own Health and Safety Policy which is available to inspect at all times.

By signing this form, Contractors agree to the following:

1. School rules and policies

Contractors will follow all school rules and policies, including those on:

- Safeguarding & Child protection
- Health and Safety
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data protection
- Equality
- Whistle-blowing
- Behaviour

Copies of the school policies are available online or from the school office

Contractors must conduct themselves in a professional manner at all times. This includes:

- Dressing in a way that is professional and appropriate to the work they are doing
- Refraining from using inappropriate language
- Behaving in a way that is appropriate for the role they are undertaking
- Ensuring that comments, including those made on social media, do not bring the school into disrepute

Contractors must ensure that any information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Contractors shouldn't discuss pupils with parents or other children.

2. Safeguarding

If you have a safeguarding or child protection concern, please report it to the Designated Safeguarding Lead <NAME> or the Deputy Designated Safeguarding Lead <NAME>

In accordance with current safeguarding guidelines, contractors who are not enhanced DBS checked will be escorted at all times. We appreciate your understanding of this protocol. Volunteers must conduct themselves in a professional manner at all times. This includes:

3. Mobile Phones

The use of mobile phones on the academy site is strictly prohibited. If you need to make a call please only do so within the staff room area.

4. Security Issues

Ensure that you sign in at main reception and know the contact name at the academy at all times whilst you are undertaking work. Please notify the Site Manager before leaving. You will need to sign out at main reception. The contact number for the Site Manager will have been provided prior to work commencing.

5. Fire and Evacuation Procedures

Local instructions for raising the alarm, summoning the Fire Brigade and evacuating the premises are posted throughout the academy and must be complied with.

If you notice a fire you are to raise the alarm using a Break Glass alarm point.

The use of fire extinguishers is permitted but only if: there is no personal risk, the fire is very small, received training on real fires, and after the Emergency Service has been called.

On hearing the fire alarm, the building must be evacuated by the nearest exit closing doors behind you. Where safe to do so Contractors should **shut of** all equipment and processes under their direct control.

You should assemble in the designated fire assembly point **<LOCATION>**.

Fire Precautions

- Smoking and e-cigarettes are prohibited within all buildings within the academy.
- Corridors and staircases in a building forming the escape routes must be kept clear of all obstructions. Materials, plant and equipment are not to be stored in corridors and staircases that form part of a building escape route.
- Doors which are designated Fire Doors are not to be left open unless fitted with magnetic holdback devices linked to the fire alarm system.
- If any aspect of your work being undertaken produces dust, heat or smoke which could activate a smoke detector then please discuss with the Site Manager and decisions **will be** made as to whether any areas need to be temporarily isolated.

6. Incidents and Accidents

In the event of an incident or accident contact **<NAME>**. If injured **obtained** the assistance of a First Aider, via the main reception. The Medical Room is located **<LOCATION>**.

You must also report to **<NAME>** any incidents or dangerous occurrences which occur on the academy site whether or not any academy employees/pupils were involved.

7. Specific Hazards

- Any specific risk assessments relevant to the work being undertaken should have been viewed, checked and agreed prior to any visit.
- A copy of the **asbestos survey is available in the academy reception. The Asbestos Smart QR Code must be scanned and you will be required to sign the asbestos folder, it is your responsibility to confirm that there are no ACM's (Asbestos Containing Materials), if your work will disturb the ACM's you will be required to obtain a Permit to Work and may need to provide the relevant Licenses law Control of Asbestos Regulations 2012 – if you are unsure you will need to contact <NAME>**
- If your work requires access to a roof, which is fragile, prior permission would have had to been sought, as extra control measures will have **to** be in place.

8. Access/Egress of Premises

Contractors and their employees are only allowed to enter part of the academy, which are directly concerned with the work they are contracted to carry out, including all reasonably agreed access and egress routes. Specific plans are available from the main reception. It would be expected that contractors would

use appropriate barriers and signage as appropriate. Contractors are not allowed to park anywhere on the school site except in the designated parking areas unless they have prior permission from the academy.

9. School Hours

The school is open from <XX> until <XX> whilst pupils are present from <XX> until <XX>. If your work is likely to be outside these times then you will need to gain special permission from <NAME> and other arrangements can be made depending on the type of work you are undertaking. Contractors are expected to use barriers and signage as appropriate.

10. No Smoking Policy

The school operates a no-smoking policy throughout the entire site, internally and externally, and there are no facilities for this. This complies with the No Smoking legislation.

11. Washing/Toilet Facilities

The location of these facilities can be obtained from the academy contact or reception. Access to the staff room may be permissible on request, again via your academy contact.

I agree to follow the above:

Name: _____

Role / Company: _____

Date: _____