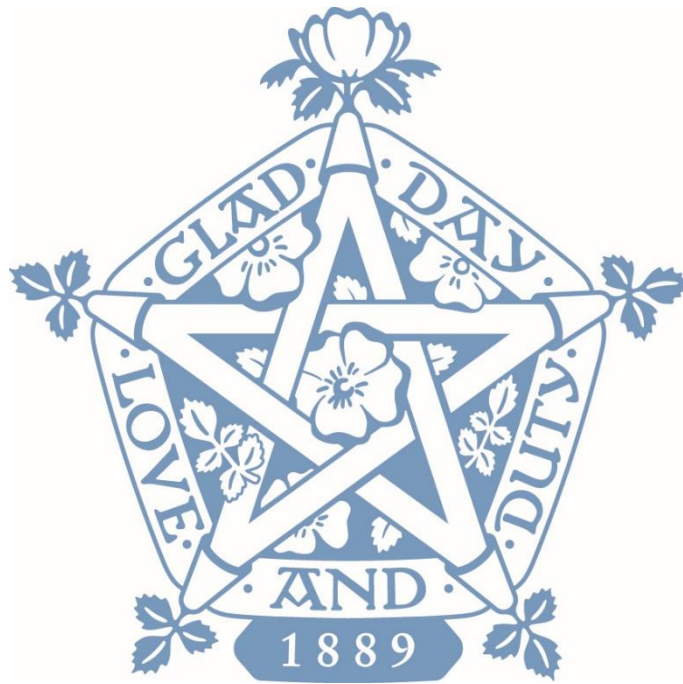


ABBOTSHOLME

AN EDUCATION FOR LIFE



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Contractor Policy

Abbotsholme School (the **School**) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people.

Procedure

Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

The School will identify businesses that it wishes to tender for work at the school. Representatives of the business will be invited for a formal meeting. On arrival at the School site they should sign in at reception where they will be met by either the Domestic Bursar or the Maintenance Manager and/or the Health & Safety advisor. The representative will then be escorted to the area that requires work and fully supervised while the area is inspected. Once the inspection is complete the representative will be escorted to reception where they will sign out and leave the site.

Upon completion of the tender process the successful business is notified and will receive a set of documentation from the School. The documentation should be completed in full if the company is to be successful in their tender for the project.

Contractors Clearance Documentation

1. Standard Letter for Contractors

- The purpose of which is to explain safeguarding children and safer recruitment in education to contractors. To ensure the contractor is aware of all criteria they must satisfy in order to work in the school.
- Request for all relevant information in line with single central register for all employees.
- Confirmation signed on behalf of the business that they are prepared to adopt and implement the measures set out in the statutory guidance “Safeguarding Children & Safer Recruitment in Education” (DfES 04217/2006), the Safeguarding Vulnerable Groups Act 2006 and the Education (Independent School Standards) (England) Regulations 2003 and the National Minimum Standards for Boarding Schools.

2. Rules for contractors and sub-contractors work on site

- The purpose of which is to ensure the safety of pupils, employees, contractors and visitors to Abbotsholme.
- The contractors are asked to sign to say they have received a copy of the rules for contractors and sub-contractors working on site controlled by Abbotsholme School, that they have read, understood and will abide by their contents and that they agree to do everything possible to protect themselves and others from danger whilst working for Abbotsholme School.

3. A contractor appraisal

- The purpose of this is to have full disclosure about details of contractors business to have a minimum of two references for their work.
- To have information about who is the Health & Safety contact within the company.

- To ensure that we have adequate certification to prove membership of Health & Safety Assessment Scheme (if appropriate). Details of licences and certificates for specific types of work.
- Evidence of current employers and public liability insurance certificate. Also if applicable contractual all risks professional indemnity etc, confirmation that we do not allow contractors to appoint sub-contractors.

If this process is successful the contractor will be accepted onto our approved list. If accepted onto our approved list they must supply us with the following:

- Updated copies of their insurance certification on renewal, in order to retain their place on the approved list.
- Regular updates of any time limited trade membership, Health & Safety assessment schemes and any qualifications.

Registration and Control of Contractors on Site

Contractors should register at reception each morning and evening and be issued with an identification badge. On the first day the School will need to see three forms of identification for all contractual staff, one of which should include a photograph.

Depending on the nature of the work, contractors will be notified as to how their employees should register their arrival and departure on site.

Before arrival, the Maintenance Manager, Domestic Bursar or the Health & Safety Advisor will notify reception of when the contractors are expected on site. In addition, staff members will be notified of any works taking place that are relevant to them.

Upon arrival on site if the project is deemed to be a small project (defined by the Maintenance Manager, Domestic Bursar or the Health & Safety Adviser). Contractors should sign in at reception and provide identification, where they will be met by the Maintenance Manager, Domestic Bursar or the Health & Safety Adviser (or another Abbotsholme employee appointed for the task by the School) who should ensure that the identification is checked against documentation received. The contractors should be given a visitors pass and escorted to the area of work. Upon completion of work the contractor should notify the Maintenance Manager, Domestic Bursar or the Health & Safety Adviser, the work should then be inspected. The visitors pass should be surrendered and the contractor escorted off site.

If the project is deemed large enough (to be defined by the Maintenance Manager, Domestic Bursar or the Health & Safety Adviser) a separate book will be used for signing in and out. This will be monitored by the Maintenance Manager, Domestic Bursar or the Health & Safety Adviser. Identification should be checked at reception.

Recommended review period:	Annual
Review by:	Domestic Bursar
Date reviewed:	26/09/2021
Next Review Due By:	25/09/2022