



ST JAMES

Senior Boys' School

Supervision of Ancillary, Contract & Unchecked Staff

Aims of the policy

This policy is written with respect of DfE guidance, in particular “Keeping Children Safe in Education 2022”. The school’s Recruitment Policy and Access to School Premises by People Outside the School Policy is also of importance in this area.

The aim of this policy is to safeguard the pupils and employees of the school; to ensure that all possible steps are taken to manage the risks of unsupervised access to pupils by “unchecked” adults and also to ensure ancillary and contract staff are adequately supervised.

Ancillary staff

All ancillary staff undergo appropriate recruitment checks that include the Children’s Barred List, DBS check and they also receive safeguarding training.

Contract Staff

For contract staff all steps possible are taken to avoid the use of contractors during term time, with the exception of approved contractors. If contract staff are used, they will be appointed by the school and have a DBS check from their own company or through the school. The Deputy Headmaster will ensure all appropriate checks have been undertaken and identity checks will be carried out when they first arrive at school.

Those contractors who are used during term time and who do not meet these criteria will be supervised by another member of staff who has undergone the School’s recruitment checks.

Unchecked staff

All steps possible are taken to prevent the use of unchecked staff but on occasions where staff begin work before their DBS check is returned (although it must have been submitted prior to their starting work) the Deputy Headmaster will undertake a risk assessment and they will be allowed to start work at the DSL and Headmaster's discretion. Barred list and all other relevant checks will be undertaken and where appropriate, supervision put in place. This will be reviewed regularly, at least every two weeks.

Monitoring Procedures to ensure adequate supervision are regularly reviewed by the Deputy Headmaster and Headmaster. Overall responsibility for the monitoring of this policy lies with them.

Regarding:

- Deliveries
- Registration of Visitors and Contractors
- Contractors working on site
- Procedures outside normal hours of work
- External Events Management

Deliveries

All deliveries are received either by the Estates Team or Reception, save for deliveries to the kitchen (the delivery of those supplies is supervised by Catering staff). Delivery personnel are not permitted to access school premises beyond Reception or the Estates collection area.

Visitors

The School operates a system of signing in for both visitors and contractors. Visitors are required to report to Reception and are unable to proceed beyond Reception unless accompanied by a member of staff. The identity and reasons for the visit will be confirmed and a Visitor's Badge (red lanyard) is issued, which is to be worn throughout the person's stay on School premises. All members of staff are encouraged to challenge or report any unrecognised person on School premises who does not display a School visitor pass or contractor's pass. A record of all visitors is maintained.

Contractors

Any visiting contractor, (cleaning, IT, maintenance, ground work) is required to report to Reception. If the necessary recruitment checks are in place, they will be allowed to proceed once signed in with a blue lanyard. If not, they will be issued with a red visitor's lanyard and chaperoned by a member of the Estates team.

Procedures outside normal working hours

Outside of normal business hours when Reception is closed, visitors are to register their presence onsite by reporting to the evening caretaker. This evening caretaker will record details of the visitor's identity and purpose of visit. For reasons of safety as well as security, staff have a responsibility to ensure their visitors' presence on campus is appropriately registered with Reception.

External Events Management

Before confirming any booking for an event that is scheduled to take place during term time, the Deputy Headmaster or EVC or DSL assesses the risk in terms of access to pupils and gives direction (if necessary) as to the level of supervision required for each particular visit or activity.

Procedures

This policy is to be read alongside all other policies relating to the safety and well-being of the St James Senior Boys' School community, such as Safeguarding, Health & Safety, Pupil Supervision and Access to School Premises by People Outside the School, and Recruitment Policies.

In addition, the following measures pertain to the School to afford a greater degree of security while inside the School:

- As mentioned above all school employees must be DSB checked and reference checked as well as other appropriate recruitment checks as directed by KCSIE 2022.
- Staff must check the identity of anyone they do not recognise before allowing them into the building e.g. inspectors or colleagues attending in a professional capacity such as speech and language therapists.
- Contractors must be DBS checked or must work/be supervised with someone who is. Contractors must either provide evidence of a current DBS check or be checked by the school. The School's Estates Manager is responsible for the supervision of contractors.
- Unchecked Contractors are not given keys or ID Cards to the property at any time when children are onsite.
- If the Estates Manager is unavailable, contractors should seek permission from the Deputy Headmaster to enter the premises. If no-one is available, then permission must never be assumed.

Safeguarding Guidance Notes for Visitors and Contractors

As part of our commitment to safeguarding children and young people, the School maintain the following protocols for staff, volunteers and visitors. Posters displaying "who to contact" are shown in prominent places around the School.

Staff, Volunteers, Governors, Council Members and Trustees

Staff members and regular volunteers are always DBS checked with other recruitment checks undertaken as necessary for teachers and departmental managers. Adults who fall into this category are issued with a blue lanyard and are expected to wear their ID at all times whilst on the premises. All staff and volunteers receive full safeguarding training and sign to confirm that they will abide by the School's Safeguarding Policy and Keeping Children Safe in Education 2022.

Contractors

Regular contractors (not employed by the School but contracted to provide a regular service) are fully DBS checked as well as other recruitment checks, and therefore can be unaccompanied around the site. They are expected to sign in at Reception. Adults who fall into this category are issued with a blue lanyard and are always expected to wear their ID whilst on the premises. Regular Contractors are given safeguarding advice and are trained even though they are not employees of the School.

Visitors

Visitors to the School are expected to sign in at Reception. They will be issued with a red lanyard and must always be accompanied. Photographic ID will be checked when they sign in. Visitors have access to Safeguarding guidance.

Policy Written by	Deputy Headmaster, David Beezadhur
Reviewed by	Deputy Headmaster, David Beezadhur
Approved by	SMT
Date	6 th June 2022