

CARFAX

COLLEGE

Last updated: V. Jefferson, September 2021.

SUPERVISION OF ANCILLARY, CONTRACT AND ‘UNCHECKED’ STAFF

It is expected that a full safer recruitment vetting process will be undergone for every member of staff that works at the College. However, there may be circumstances in which individuals come into the college without having vetting in place. These fall into the following categories:

1. Unchecked Visitors

Some visitors All visitors are required to be ‘signed in’ at reception using the Visitors Book. Visitors should complete this by stating their name, their company, who they are visiting, and the date/time.

Staff will then provide a lanyard that must always be worn on site.

Visitors will be asked to wait at reception to be collected by the relevant member of staff. Visitors must not enter the Common Room or Kitchen unsupervised.

If the visitor is about to undertake any work, they must read the information on Appendix A.

When the visit has ended the visitor should sign out in the Visitors Book and put in the time of leaving. Passes should be handed back to reception.

2. Contractors and Cleaners

Regular maintenance staff (such as the College cleaner) should have the same vetting process as for administrative staff.

Any ‘unchecked’ staff, for example repair or maintenance contractors and ancillary staff should be supervised while they are in the building and not left alone with children.

Supervision of the contractor should be agreed in advance and where possible they should be booked for outside College opening hours.

Unchecked staff should be given clear instruction as what to do if an unsupervised child or children enters the area where they are working.

They must also be told about the importance of ensuring the security of any tools, equipment or substances they are using.

They must also be informed what to do in the event of a fire alarm.

3. Unchecked Tutors

CARFAX

COLLEGE

In exceptional circumstances, it might be necessary to use a tutor who is has not been fully vetted owing to delays in DBS or overseas checks.

Unchecked tutors can only be used with written agreement by the Principal.

Unchecked tutors must be supervised at all times. In practical terms, this means that they must only teach in Room where they can be observed.

Unchecked tutors may not use the Common Room or Kitchen.

4. Denial of admission

If a person arrives at the School apparently under the influence of alcohol or substances, or displaying threatening or potentially disruptive behaviour, staff should deny admission.

The Principal should be contacted as soon as practicable. The Police should be informed if the situation becomes threatening. In these circumstances the matter must be referred to a member of the Senior Leadership Team.

CARFAX

COLLEGE

Appendix A

CONTRACTORS AND ANCILLARY STAFF SAFETY RULES

(TO BE READ BY ALL)

Carfax College operates the highest standards of behaviour in school, therefore when you are working at the School it is important that you follow our procedures and guidelines.

- After signing in at the School Office please wait for whomever you are scheduled to meet to come and pick you up and take you to where you will be working.
- You must be supervised at all times whilst on the premises when there are children in the building.
- Please ensure that your Visitor's Badge is clearly displayed at all times.
- Please do not take offence if you are challenged by a member of staff who does not know you.
- The Fire Alarm is a long, continuous bell. In the event of a fire alarm, please evacuate the building as quickly and quietly as you can, and assemble by the canal. If you do not know where this is, please ask.
- If a child/young person approaches you whilst you are working in the school, please do not get in to a long conversation. If the pupil puts themselves at risk please stop work immediately and inform a member of staff.
- It is important that the tools, equipment or substances you may be using are supervised by you during their use, and are kept safe and locked away when you no longer need them.
- Smoking, consuming alcohol, drugs, intoxicants or other illegal substances on the premises is expressly forbidden.