



Safeguarding Information & Guidance for Rosary School Contractors

Please read carefully before signing in

SAFETY FIRST

Where any safety rules are disregarded or not implemented, then you are likely to be stopped from working until the matter is corrected. In the case of continued or serious breaches of safety, you may be instructed to leave the premises, and you may be removed from our approved list.

DISCLOSURE AND BARRING SERVICE CLEARANCE

Contractors must have an up-to-date DBS clearance to work in school during the school day, and you will be asked for this upon arrival. If you do not have a DBS, please inform the Headteacher or one of the office staff. DO NOT BEGIN WORK!

SIGNING IN AND OUT

On arrival, report to the school office to collect your visitor's badge and complete the Sign In sheet. By signing, you confirm that you have received, read and understood the guidance for contractors and visitors to our school.

VISITOR'S BADGE

Your Visitor's badge must be clearly visible throughout your visit. Safeguarding information is on the back.

WORKING IN CLASSROOMS AND NEAR CHILDREN

If you need to be in a classroom, please speak to office staff before commencing work. Ensure your company logo and/or badge is clearly displayed at all times. You must take every step to avoid being alone with a child or class.

ACCIDENTS AND FIRST AID

Report all incidents, accidents, near misses and hazards to the School Business Manager. For First Aid, go to the school office.

FIRE AND EMERGENCY PROCEDURES

On hearing the fire alarm, leave the building by the nearest available exit. Please go to the fire assembly point on the main school field and wait to be accounted for.

KEEPING ALL CHILDREN SAFE

Report any concerns you may have if you see or hear anything relating to child welfare or safety. We all have a part to play in safeguarding children. The names of our Designated Safeguarding Leads are on display across the school.

USE OF PHONES AND OTHER MOBILE DEVICES

Contractors must ensure that only necessary work-related calls take place, and that devices are not used for other purposes, e.g. social media. Calls must be in a location where the recording (visual or audio) of children, staff, parents, governors or other visitors to school is impossible. You may be asked to show your camera, iPad, mobile phone, etc. to a member of staff or the Head Teacher, to prove no such images or recordings have been taken.

ASBESTOS

Check the school's Asbestos Register before work commences. If asbestos is located, please stop work immediately and seek advice from the School Business Manager.

HOT WORKS

Do you need a hot works permit?

- Please do not be offended if you are challenged by a member of staff
- Do not work unaccompanied in the toilet areas
- Always inform office staff of your whereabouts.



**NO PHOTOGRAPHY, SOUND OR
VIDEO RECORDING**