



Safeguarding Policy for Contractors and Workers on School Premises

Introduction

This policy outlines the safeguarding precautions, procedures, and protocols that must be in place regarding contractors and workers on the premises to ensure the safety and well-being of students and staff.

Pre-Employment Checks

- Ensure all contractors undergo appropriate background checks, including DBS (Disclosure and Barring Service) checks [where applicable](#).
- Verify identity, qualifications, and references before allowing access to school grounds.

Clear Identification

- Contractors must wear visible ID badges and/or visitor passes at all times.
- Use of high-visibility clothing or uniforms to distinguish them from staff and students.

Supervision and Access Control

- Contractors should be supervised or escorted in areas where students are present.
- Limit access to only the areas necessary for their work, using zoning or restricted access protocols.

Induction and Briefing

- Provide a safeguarding induction outlining school policies, emergency procedures, and expected conduct.
- Highlight the importance of avoiding unsupervised contact with students.

Timing of Work

- Schedule work to take place outside of school hours where possible to minimise contact with students.



Baleares International College

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Reporting Concerns

- Contractors must be informed of how to report safeguarding concerns and who the Designated Safeguarding Lead (DSL) is.

Monitoring and Review

- Regularly review contractor compliance with safeguarding policies.
- Maintain a log of contractor visits, including times, locations, and supervising staff.