Safeguarding Policy for Contractors and Visitors 2026

Approved by:	Alison Colwell, Principal	**Last reviewed on:**	September 2026
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This policy applies to Baleares International College at both sites, Sa Porrassa and Sant Agustí, unless a section says otherwise.

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1. Purpose

This policy sets out the safeguarding precautions that apply to contractors, workers, suppliers and visitors on the premises of Baleares International College, so that students and staff are kept safe. It applies at both sites and at any time, including school holidays when activities or clubs may be running. It is read with the Child Protection and Safeguarding Policy, the Safer Recruitment Policy and the Risk Assessment Policy.

2. Legal framework

- Ley Orgánica 8/2021 (LOPIVI), Article 57, and Ley Orgánica 1/1996, Article 13.5, require anyone whose work involves habitual contact with children to hold a negative certificate from the Registro Central de Delincuentes Sexuales y de Trata de Seres Humanos (certificado negativo).
- Real Decreto 171/2004 requires the coordination of health and safety between the school and contractors working on its premises.
- Keeping Children Safe in Education 2026 is used as a benchmark of good practice.

3. Categories of visitors and contractors

Category	Examples	Requirement
Regular contact with children	Peripatetic music and dance teachers, sports coaches, club and activity providers, invigilators, bus escorts, therapists working with students	Certificado negativo before starting, recorded on the single central record, renewed every two years; safeguarding induction; follows the Staff Code of Conduct
Contractors working on site	Builders, maintenance, cleaning, catering and IT contractors	Company confirms in writing that its workers are suitable and, where they may have contact with children, hold a certificado negativo; supervised or kept away from students if not
Occasional visitors	Parents, speakers, inspectors, prospective families, delivery drivers	Signed in, wear a visitor badge, escorted or supervised; never left alone with students

4. Before the work or visit

- The member of staff arranging the work or visit tells reception in advance and, for contractors, the Operations and Business Manager (Fernando Vasquez).
- For contractors, the school checks competence and receives the contractor's risk assessment and method statement before work starts, in line with the Risk Assessment Policy.
- Wherever possible, work that could bring contractors into contact with students is scheduled outside school hours or in areas students are not using.
- Where a contractor company provides workers, it must confirm in writing that it has carried out the checks required by Spanish law and that each worker who may have contact with children holds a certificado negativo.

5. Arrival, identification and supervision

- Everyone signs in at reception on arrival and out on leaving, and shows identification.
- Visitors and contractors wear a visible visitor or contractor badge or pass at all times. Anyone on site without one should be challenged politely and taken to reception.
- Contractors are limited to the areas they need for their work. Those without a certificado negativo are supervised or escorted wherever students may be present.
- Visitors and contractors do not use student toilets or changing rooms.
- No visitor or contractor is left alone with a student, unless they hold a certificado negativo and their role requires it (for example a peripatetic teacher).
- Reception keeps a log of visits, including times, locations and the member of staff responsible.

6. Safeguarding induction

On arrival, visitors and contractors receive a safeguarding briefing from reception or the member of staff responsible, which explains:

- who the Designated Safeguarding Leads are at that site (Stuart Cadman and Fiona Von Waberer at Sa Porrassa; Mel Eccleshall at Sant Agustí) and how to contact them;
- that any concern about a child must be reported to a DSL immediately;
- the expected standards of conduct, including no unsupervised contact with students, no exchange of personal contact details and no use of social media with students;
- the emergency and evacuation procedures.

Those in regular contact with children also receive the school's safeguarding training and read the Child Protection and Safeguarding Policy and Staff Code of Conduct.

7. Photography and mobile phones

Visitors and contractors must not photograph or film students. Mobile phones may be used for work purposes only, away from students.

8. Reporting concerns

- A visitor or contractor who has a concern about a child reports it straight away to a DSL, or to reception, who will contact a DSL.
- A concern about the behaviour of a visitor or contractor towards a child is reported to the Principal or a DSL immediately and dealt with under the Allegations Against Staff Policy, which applies to contractors, volunteers and visitors as well as staff.
- Concerns are recorded on CPOMS by the DSL.
- Anyone may contact 112 or the police if a child is in immediate danger.

9. Monitoring and review

The Operations and Business Manager and the DSLs review compliance with this policy, including the visitor log, at least termly. This policy is reviewed annually.

10. Related policies

- Child Protection and Safeguarding Policy
- Safer Recruitment Policy
- Allegations Against Staff Policy
- Risk Assessment Policy
- Health and Safety Policy