

RIVERMEAD INCLUSIVE TRUST

CONTRACTS MANAGEMENT POLICY

HEALTH & SAFETY



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1. Introduction

- 1.1 A Rivermead Inclusive Trust is committed to ensuring that the health, safety and Welfare of its employee, contractors and visitors is not adversely affected as a result of the work it does or by the condition of its buildings.

The Contractors' Health and Safety Induction booklet has been produced to assist Rivermead Inclusive Trust in making contractor's aware of the hazards present on site, our safety arrangements and emergency procedures.

The information contained within this booklet has been produced to provide contractors with key information that will help them protect their own and others health and safety when working at Rivermead Inclusive Trust. This information is not intended to be exhaustive and should you have any queries or concerns while working you must stop work immediately and seek further advice and information from the member of staff responsible for your contract.

Each contractor is responsible for ensuring that each of their employees and subcontractors are fully acquainted with the contents of this booklet. Failure to comply or provide competent personnel will prejudice contractors being awarded future work.

- 1.2 This document sets out the standards required and expected from contractors carrying out construction and for refurbishment works and maintenance operation works for Rivermead Inclusive Trust and to comply with the statutory obligations. This document does not in any way relieve the contractor of his legal and contractual obligations to Rivermead Inclusive Trust/Principal Contractor, be they expressed or implied.
- 1.4 All references to main contractor refer to the Principal Contractor under current Construction (Design & Management) Regulations 2015. With reference to preparation of projects, the client brief will be communicated under a separate document.
- 1.5 Where the contractor's requirements exceed the requirements of this document the Contractors requirements will take precedence.
- 1.6 The phrase Construction Work in this Document means any work relating to the construction of new buildings, the modification or repair or demolition of existing buildings or the installation, repair or servicing of building services or any other activity defined as 'construction' by Regulation 2 of the CDM Regulations 2015.
- 1.7 Everyone working at Rivermead Inclusive Trust site will go through a Health and Safety Induction process before they are allowed to commence work on site. This induction training will concentrate on site-specific Health and Safety factors and will be given by the main contractor or by the **Facilities Manager**.
- 1.8 It follows that once the terms of the contract have been agreed between Rivermead Inclusive Trust and contractor; no claim will be entertained for additional expenditure incurred by contractors or their sub-contractors in complying with this document.
- 1.9 At Rivermead Inclusive Trust has wide-ranging legal obligations under the Health & Safety at Work Act 1974 (HSW74) and supporting regulations.

2. Legal requirements

- 2.1 Under Section 3 of the HSW74 both the Rivermead Inclusive Trust and contractors working on Site have a duty, so far as is reasonably practicable, to conduct their undertakings in such a manner as to safeguard the health and safety of persons not in their own employment.
- 2.2 Under Section 4 of the Rivermead Inclusive Trust and the contractors working on site have a duty, so far as is reasonably practicable, to ensure that buildings and/or work sites under their control, or plant or equipment in those buildings or work sites, are safe and without risk to health. In particular there must be safe access to or egress from all parts of the site.
- 2.3 The CDM Regulations 2015 may apply to certain contracts relating to the Construction, modification, demolition, decommissioning or repair of buildings or the installation, modification, repair or servicing of building services.
- 2.4 This Induction Book imposes a duty to co-ordinate and communicate arrangements for safety between Rivermead Inclusive Trust and its contractors irrespective of whether the contract is subject to the CDM Regulations or not.
- 2.5 Where a contract is subject to the CDM Regulations the Principal Contractor will be responsible for developing and maintaining a construction phase Health & Safety Plan, including information detailed and provided within client supplied pre-construction information, liaising between the client and Principle Designer and for ensuring adherence to the plan by all contractors and sub-contractors, including themselves.

3. Commencing Work

- 3.1 Before work commences on a contract the contractor must inform Rivermead Inclusive Trust, via the following emails lovew013@rivermeadinclusivetrust.org so that they can ensure that the appropriate arrangements for coordinating the management of health and safety have been made.
- 3.2 Where the employees of a contractor may be required to work in hazardous areas it is the responsibility of the contractor to acquaint his employees of such hazards and corresponding safe systems of work before commencing work.
- 3.3 In the case of hazardous areas, hazardous work or when contractors' operations may need to be especially coordinated with those of Rivermead Inclusive Trust, the work needs to be governed by means of a permit system. Appropriate permits must be issued by an Authorised Manager of Rivermead Inclusive Trust before work commences.
- 3.4 In cases not covered by permit to work systems contractors' personnel must not enter any rooms unless given express permission by the **Facilities Manager**.

4. Risk Assessments and Method Statements

- 4.1 A risk assessment is nothing more than a careful examination of an activity to find out what harm could be caused to you, your colleagues or other people working at or visiting Rivermead Inclusive Trust.
The aim is to make sure that no one gets hurt or becomes ill. Accidents and ill health can ruin lives and businesses too.

You must ensure Risk Assessments (RA) have been carried out before you commence work at Rivermead Inclusive Trust.

All RA should be submitted to the **Facilities Manager**.

When thinking about your **Risk Assessments**, remember:

- a **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc.; and
- the **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

The HSE recommend the following approach.

The five steps to risk assessment aims to help you assess health and safety risks:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precaution
- Record your findings and implement them
- Review your assessment and update if necessary
- Impact to building

- 4.2 A work method statement, sometimes called a "safe system of work", is a document that details the way a work task or process is to be completed. The method statement should outline the hazards involved and include a logical step by step guide on how to do the job safely. The method statement must also detail which control measures have been introduced to ensure the safety of anyone who is affected by the task or process.

You must ensure a **Method Statement** has been carried out before you commence work at Rivermead Inclusive Trust.

The MS should include the following:

- A title e.g. Work Method Statement, or Standard Operating Procedure
- Detailed description of the works, in a chronological order, task or process, impact to building
- Your company details, logo, name, address etc.
- Start date, completion date
- Site address
- Site contact details including mobile phone and emergency numbers etc.
- Document author, H&S contact
- Document number, issue date, revision date, revision number etc.

Where a Principal Contractor is appointed they are required to ensure that suitable and sufficient health and safety documentation is provided by subcontractors.

5. Monitoring Performance

- 5.1 Contractor's health and safety performance on site will be monitored by the Person reasonable for the works.

In the event that health and safety performance deteriorates to an unacceptable level, work will be halted and it will affect the likelihood that contractors will be engaged for future contracts.

6. Incident/Accident Reporting

- 6.1 In the event that you or one of your colleagues have an accident or are involved in a near miss, dangerous occurrence or other incident e.g. violence, exposure to asbestos etc. while working at in Rivermead Inclusive Trust School., it must be reported immediately to the School host responsible for your contract, who in turn will report it to **the Facilities Manager**
- 6.2 In the event of serious personal injury or serious damage to premises, plant or machinery, the area must be cordoned off and left undisturbed and contacted must be made immediately to the Rivermead host.
- 6.3 The Contractor must record details of all injuries to their employees in their accident book. Rivermead Inclusive Trust reserves the right to request a copy of each entry in the contractors Accident Book relating to that project.

7. Housekeeping and Waste Disposal

- 7.1 Housekeeping is one of the easiest things to get right, so why do so many people get it wrong?

As well as making you and your company look unprofessional, bad housekeeping is one of the biggest causes of accidents work.

Poor standards of housekeeping increase the risk of slip trip and fall accidents, fire and occupational diseases.

Ensure your work and rest area is kept clean and tidy, spills are reported and cleaned up immediately and waste is kept secure in skips and disposed of frequently.

When you're finished on site:

- Ensure that all skips are removed from site
- Remove all waste and excess materials from the work area
- Sweep up
- Make good any damage caused directly or indirectly by your work

Failure to maintain housekeeping to a high standard while working for Rivermead Inclusive Trust may impact on the contractor being awarded future contracts. When

housekeeping falls below an acceptable standard or if you leave site without having first clearing up we will undertake this work for you, invoicing you as necessary.

- 7.2 The Contractor is responsible for the collection and management of recyclable waste which, should be segregated to ensure non-contamination prior to removal from site.

It is the Contractor's responsibility to ensure all waste transfer notes are kept for a minimum of two years and made available for inspection at any time by Rivermead Inclusive Trust.

At the end of the Contract, Waste Transfer Notices are to be provided to Rivermead Inclusive Trust either within the Operation and Maintenance Manuals or in a separate Waste File.

8. Plant Rooms

- 8.1 Because of the equipment installed in plant rooms they can be extremely hazardous places to work. Access to all plant rooms at Rivermead Inclusive Trust is strictly controlled.

You cannot enter a plant room unless you have been given permission to do so. In the event you need to enter a plant room you must first contact the Rivermead Inclusive Trust host responsible for your contract, who will give you permission as appropriate and will tell you what hazards are present and what you need to do to avoid them.

- 8.2 Under no circumstances shall food or drink be consumed in Plant Rooms. Anyone caught breaching this rule will be removed from site.
- 8.3 Materials shall not be stored in Plant Rooms.

9. Excavation

- 9.1 Ground on Rivermead Inclusive Trust premises may not be broken without the permission of the **Facilities Manager**. Work must be carried out using methods and precautions outlined in the Health and Safety Executive Guidance HSG47 and HSG185.
- 9.2 Rivermead Inclusive Trust will as far as reasonably practical will provide contractors with information locating existing underground services.
- 9.3 The contractor must carry out a CAT survey and Genny grid survey of the area(s) to be excavated prior to commencing works using trained personnel.
- 9.4 Designers and Contractors should request the most accurate record information available. This request should be made via **campd086@medwaymail.org**
- 9.5 Any underground services, disturbed, altered, installed etc must be recorded by the Contractor and drawings updated accordingly and reissued to Rivermead Inclusive Trust.
- 9.6 The work site must be made and kept safe by means of appropriate barriers and warning notices at all times. If work cannot be completed in one day, then overnight barriers must

be solid (plastic tapes are not acceptable) and warning lights fitted. Barrier height must be agreed with the **Site Team**.

- 9.7 When work is completed, the site must be made good and all protective covers and warning notices removed.
- 9.8 All trenches and excavations, particularly those adjacent to roads or existing buildings, must be adequately shored.
- 9.9 Excavations should be boarded over when work is not actually proceeding.

10. Confined Spaces

- 10.1 Contractors' employees may not enter any confined space without permission of the **Facilities Manager**. The Contractor must ensure that the work is carried out using the methods and precautions outlined in the Health and Safety Executive Guidance Note GS5.
- 10.2 Confined spaces within any Rivermead Inclusive Trust premises must not be entered without firstly obtaining a Permit to Work via the Health and Safety Department. This applies not only when works are to be carried out but also when areas are to be inspected.
- 10.3 If a contractor considers an area they have been asked to work in, constitutes a confined space, under terms of the Confined Space Regulations 1997, they must inform the **Site Team**, prior to entering, and obtain necessary permits.
- 10.4 Only trained and competent persons must carry out work within a confined space. Demonstration of suitably accredited training must be provided.

11. Connection to Rivermead Inclusive Trust Services

- 11.1 Contractors must not connect to or interfere with the compressed air, electrical, gas heating or other services at any Rivermead Inclusive Trust School without the express permission of the **Site Team**.
- 11.2 Contractors are responsible for providing the correct connectors to services and for checking that the services available are adequate for their purposes.
- 11.3 The contractor or his employees must not enter any sub-station, switch room or similar area until the **Site Team** has provided the express consent and issued the appropriate permit.
- 11.4 All disconnections and isolations must be suitably locked off, clearly communicated and suitable signage put in place.
- 11.5 Clear co-ordination and communication must be in place prior to any supply reconnection and restoration.

12. Tools & Equipment

- 12.1 All plant, tools, and equipment used by contractors on Rivermead Inclusive Trust premises must comply with all relevant legal requirements and must be maintained in accordance with appropriate safety standards.
- 12.2 Portable electrical tools must be efficiently earthed or double insulated and have been PAT tested within the previous twelve months.
- 12.3 On Rivermead Trust sites 220-240v equipment is not to be used. Where 220-240v equipment is unavoidable, permission must be sought by prior arrangement with the **Facilities Manager** and an RCD plug/socket must be used.
- 12.4 Contractors may not use **Rivermead Inclusive Trust** plant, tools, or equipment without the express permission of the **Site Team**. Where the contractor is allowed to use **Rivermead Inclusive Trust** plant, tools, or equipment it is their duty to their own employees (Sections 2 & 3 of HSW Act) to ensure that the said plant, tools, or equipment are suitable for the intended use and in good condition.

If any such plant, tools, or equipment is damaged, lost or stolen while being used by the contractor Rivermead Inclusive Trust will claim reimbursement to the value of repair or replacement.

13. Lifting Operations and Lifting Equipment (Cranes/excavations/ hoists/MEWPs)

- 13.1 It is the responsibility of the contractor to ensure that all lifting equipment and accessories brought on to Rivermead Inclusive Trust site are in compliance with the Provision and Use of Work Equipment Regulations and Lifting Operations and Lifting Equipment Regulations.
- 13.2 All lifting operations must be fully assessed and planned by a competent person who has adequate practical and theoretical knowledge and carried out in compliance with BS7121 Safe Use of Cranes.
- 13.3 All lifting equipment including excavators, hoists and MEWP's must be accompanied with all current examination inspection and test certificates and reports.

MEWP/brooms must only be used by IPAF (or equivalent) trained operatives.

14. Guards, Fences & Other Barriers

- 14.1 Guards or fences must not be removed from any machinery or plant without the express permission of the Operations Director and Operations Manager.
- 14.2 Guards and fences must be replaced and secured as soon as work is completed and before machinery or plant is restarted or energized.
- 14.3 All contractors' machinery or plant brought onto Rivermead Inclusive Trust premises must, where appropriate, be securely guarded or fenced and comply with the regulations relating to the type of equipment.
- 14.4 Where a contractor is carrying out work such as welding, the breaking or dressing of stone or concrete, grinding of metals etc., and he is not operating in an enclosed

compound, he is responsible for the installation and maintenance of such screens or enclosures as may be necessary to protect all staff, or visitors who may be in the vicinity.

- 14.5 Consideration must also be given to the effect of fumes, dust or heat on nearby heat or smoke detectors (see paragraph 22.2).

15. Access Equipment

- 15.1 All access equipment must be assessed for suitability by the contractor. Ladders (step and pole) may only be used for access where there is no suitable alternative and a risk assessment justifies their use.

16. Scaffolding

- 16.1 The employer of those persons using scaffolding is responsible for ensuring its safety. The Contractor shall extend this duty to any sub-contractor or others who may share use of a structure.
- 16.2 The Contractor shall ensure that all persons for whom they are responsible (employees, sub-contractors etc) who engage in scaffolding assembly and dismantling provide evidence of training to a recognised standard.

For example:

- PASMA qualification for alloy towers or
- CIRS card for conventional tube and fitting scaffolds

- 16.3 Basic Tube and fitting scaffolding equipment shall be erected in line with:

- BS5973.
- Best practice outlined in the relevant HSE guidance notes.
- National Association of Scaffolding Contractors (NASC) technical handbook and guidance notes.

- 16.4 Companies shall comply with the NASC.

- 16.5 Erection and dismantling shall be done by competent operatives wearing suitably anchored safety harnesses.

- 16.6 Tube and fitting scaffolding equipment shall comply with the requirements found in BS113. Scaffold Boards shall comply with BS2482.

- 16.7 Access systems (scaffolds) shall be constructed so as to deter unauthorised entry when not attended. This will usually mean provision of “boarding up” up to a minimum height of 2.4 meters.

- 16.8 To comply with the Construction (Health, Safety & Welfare) Regulations 2015 and HSE Construction Information Sheet No.47 the Contractor shall have and use a system to indicate and monitor correct supervision of the structure. This may be achieved by the use of the ScaffTag™ system or any equal system agreed with the Directorate of Estates person authorised to oversee the works. A competent person shall inspect any scaffold structure at least every 7 days.

- 16.9 Where a scaffold is to be in place for a prolonged period and it could provide access to a building containing valuable equipment Rivermead Inclusive Trust requires the contractor to arrange with Rivermead Inclusive Trust **Facilities Manager** provision of suitable security measures, the cost of which must be allowed for at tender or quotation stage.

- 16.10 Only trained and competent persons may erect, modify or dismantle (strike) scaffolding equipment.

- 16.11 All materials stored on scaffold must be secure at all times. Where required, netting shall be provided to prevent items falling.

17. Roof Access

- 17.1 Contractors employees must not access any roof without permission from the Authorised contact from Rivermead Inclusive Trust.
- 17.2 Access will be governed by means of a permit system. Appropriate permits must be issued by the **Facilities Manager** for the work before work commences.
- 17.3 All work on roofs must have written Risk Assessment, method statement/Safety Plan.

18. Control of Noise/Vibration

- 18.1 The contractor must ensure that staff, or visitors are not subjected to excessive noise or vibration.
- 18.2 The contractor must also endeavour to keep noise levels as low as practicable. Where noise is unavoidable the contractor should inform the **Site Team** so that the contract can be scheduled to avoid disruption of lectures or examinations being held in the vicinity.
- 18.3 Use of radios. IPods or similar by contractors' staff is prohibited in any part of Rivermead Inclusive Trust Site.

19. Code of Conduct

- 19.1 Offensive behaviour of any kind will not be tolerated while on Rivermead Inclusive Trust site including swearing, gesturing, shouting or passing comments that are or could be considered to be threatening or of a demeaning or sexual nature.
- 19.2 Sexual, racial and other forms of harassment or discrimination can seriously harm working and social conditions for staff at Rivermead Inclusive Trust. The School is therefore committed to a working and learning environment that is free of any harassment or unlawful discrimination. Staff are required to conduct themselves in a manner consistent with these aims. Rivermead Inclusive Trust also requires all other persons visiting or working in its premises to conduct themselves in a similar manner. Further information is in our Dealing with Harassment and Bullying Policy in our company handbook.
- 19.3 Contractors should ensure that their employees and subcontractors are dressed appropriately at all times for the environment they are working in and the type of work they are doing. The company's logo should be prominent on work wear.
- 19.4 The Personal Protective Equipment at Work Regulations require every employer to provide their employees with suitable PPE to be used at work when they may be exposed to a hazard that cannot be controlled by any other means.

The contractor will ensure compliance with these regulations as stipulated by site requirements. As a minimum all workers and visitors must wear: -

- Head protection
- High visibility vest/jackets
- Appropriate footwear with mid sole protection
- Hand protection may be a requirement

- 19.5 The use of mobile phones is allowed provided external communication is a requirement of the role they fulfil and that they can be used safely and without disruption to others.
- 19.6 Alcohol and Drugs: Contractors are required to ensure persons affected by alcohol or other drugs are not permitted to carry out work on Rivermead Inclusive Trust site.
- 19.7 All contractors and subcontractors are expected to carry out their duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account Rivermead Inclusive Trust commitment to environmentally sustainable ways of working.

20. Manual Handling

- 20.1 Contractors are to assess the risk and avoid manual handling where reasonably practicable by the use of mechanical aids. Where mechanical aids are not used a detailed assessment of the residual risks is to be carried out and a safe system of work used to ensure the health and safety of the employee. Where appropriate, suitable PPE should be issued e.g. gloves.

21. Smoking

- 21.1 Rivermead Inclusive Trust buildings are no smoking zones. Contractors working within buildings are required to comply with the no smoking rule and use the designated smoking areas.

22. Fire Precautions.

- 22.1 Operations involving the use of naked flames, abrasive cutting, electric arc welding, hot soldering or any other similar processes involving the application or production of heat must be carried out under Rivermead Inclusive Trust "Permit to Work" procedures. Before each such operation begins Contractors must complete a Method Statement and submit it to Rivermead Inclusive Trust [via campd086@medwaymail.org](mailto:campd086@medwaymail.org)

Permission will only be granted once the **Facilities Manager** is satisfied that the method(s) to be employed is a) necessary and b) safe. Where both criteria are satisfied the **Facilities Manager** will issue or approve a Hot Works permit in writing.

The Contractor must ensure that the practices set down in the method statement and the conditions of the hot work permit are adhered to and that their activities do not activate the fire alarm systems. If there is a perceived risk that the fire detection system may be triggered unnecessarily, whether this is expected to be by the production of heat, smoke or dust, arrangements must be made via Rivermead Inclusive Trust **Fire & Security Consultants** for the isolation of the local detectors or in the case of short duration tasks to protect the detector with a heat/dust/smoke proof cover.

Note: A Contractor's record of causing unwanted fire alarms will be taken into account before placing further work with that contractor.

- 22.2 Where demolition or reconstruction work is taking place within an occupied building the Contractor should be aware of any Fire Strategy document put in place by Rivermead Inclusive Trust **Facilities Manager**. This must be included in the Construction Phase Health & Safety Plan. Those escape routes which serve the remaining occupants of the building shall be maintained and be available at all times and kept free from obstruction. Flammable materials should be removed from any area which cannot be regulated by the Contractor as soon as practicable and certainly never left longer than absolutely necessary in area to which visitors have access.
- 22.3 Suitable means of giving warning within the site shall be provided.
- 22.4 Suitable fire-fighting equipment shall be supplied by the Contractor and key site operatives should be trained in its use.
- 22.5 All Contractors shall familiarise their agents, employees, sub-contractors and visitors to the site, with the following safety matters.
- i. How to identify the sound of the fire alarm and the correct procedures to be followed.
 - ii. The means of escape in case of fire, a) from the site and b) from the building.
 - iii. The location of the nearest fire point within the site.
 - iv. The location of the nearest building fire alarm call point to the area of the site in which they are engaged.
 - v. The location, type and method of operation of the nearest fire fighting equipment.
 - vi. The nominated fire assembly point for the building or site.
- 22.6 Contractors must obey all fire alarms whilst on Rivermead Inclusive Trust premises and coordinate their own fire alarm/ drill.
- 22.7 Accidental damage to Rivermead Inclusive Trust fire safety equipment or services must be reported immediately to the **Facilities Manager**
- 22.8 Where dust caps or smoke proof seals have been fitted temporarily to detectors they must be removed once the operation posing the risk of false alarm has passed. They must not be left on overnight or for long periods when the site is unattended.

23. Emergency Calls for Fire and / or Ambulance

- 23.1 All emergencies must be reported to the **Facilities Manager (01634 338348)**. The **Facilities Manager** will summon the appropriate emergency services (office hours only)
- 23.2 All internal Main Rivermead Inclusive Trust telephones can access the emergency services direct. **DIAL 999** and ask the operator for the emergency service you require. If the 999 system is used, the **Facilities Manager** should also be advised by dialing 01634 338348.
- 23.3 If any emergency service is called by the Contractor, they must inform the **Facilities Manager/Site Team** without delay in order that they can assist the emergency services onto Rivermead Inclusive Trust site and to the appropriate rendezvous point.

24. Parking of Vehicles

- 24.1 Except for loading or unloading contractors must not park vehicles in restricted areas which are marked by double yellow lines. These areas must be left clear for emergency services and Rivermead Inclusive Trust reserves the right to remove any illegally parked vehicles.
- 24.2 All Contractors official vehicles, trucks, vans etc., used for daily deliveries and offloading of plant, tools and equipment are given free access at any time upon receipt of a valid Parking Permit issued from Reception.
- 24.3 All Contractors workmen (including management and subcontractors) arriving by car etc., must obtain a valid Parking Permit issued from Reception in Rivermead Inclusive Trust1.
- 24.4 Any vehicles parked in restricted areas on the site must be removed at once or they will be subject to parking fines being issued.
- 24.5 Rivermead Inclusive Trust will not accept any claims for additional costs incurred due to the inability of the Contractor to park on Rivermead Inclusive Trust premises.

25. Children and Young Persons

- 25.1 No child shall attend Rivermead Inclusive Trust workplace in connection with the undertakings of the Contractor. No child shall attend, in a paid or un-paid capacity, or in any passive or participatory manner.
- 25.2 No young persons (under 18) shall be allowed on site in connection with the undertakings of the Contractor without prior and comprehensive risk assessments being conducted. The **Facilities Manager** under whose responsibility specific work occurs shall require names and ages of all such people (see Regulation 19 of the Management of Health and Safety at Work Regulations 1999).

26. Welfare

- 26.1 The contractor is to make his own arrangements for suitable welfare facilities with Rivermead Inclusive Trust authorised person overseeing works.
- 26.2 During the construction of new buildings the contractor is to make his own arrangements for providing welfare facilities. When working within existing buildings, the contractor may be allowed to use the existing toilets and welfare facilities with prior agreement but the contractor must ensure that these are kept in a clean and tidy condition. On completion these facilities should be thoroughly cleaned to the satisfaction of the **Site Team**.

27. Security

- 27.1 All contractors are required to sign at reception.
- 27.2 Once signed in, Contractors will be given a Contractors Pass – this must be worn and be visible at all times.

- 27.3 If a contractor sees anyone acting suspiciously they are requested to telephone the reception on **01634 338348**.
- 27.4 All the contractor's tools and equipment left on site are left at the contractor's own risk.
- 27.5 Contractors must arrange for any necessary out of hours' access/working through the **Facilities Manager**.
- 27.6 Any Contractor working out of hours shall make contact with the **Facilities Manager/Site Team** at the start and finish of their work.

28. Indemnity

- 28.1 The contractor shall indemnify Rivermead Inclusive Trust against and from any claim, damage, loss or expense in respect of personal injury, damage to property or any loss (whether caused by negligence or not) which may arise out of or is connected with or in consequence of the carrying out, completion or maintenance of the work which may arise from a breach by the contractor, sub-contractor or their servants or agents of any of the provisions of this Contractors' Health & Safety Induction Book.

Provided nothing herein shall impose any liability upon the contractor for negligence on the part of Company Name, its servants or agents.

29. Asbestos

- 29.1 Rivermead Inclusive Trust Asbestos Policy for the Safe Management of Asbestos Containing Materials to be followed at all times.

30. Competence

- 30.1 All Contractors management and supervisory staff employed on Rivermead Inclusive Trust site will have a demonstrable competence in both appropriate management or supervisory skills and Health and Safety matters and must have undertaken an appropriate qualification for their particular trade or applied roles and responsibility.
- 30.2 All tradesmen and operatives employed on Rivermead Inclusive Trust site will have demonstrable skill level incorporating Health and Safety training e.g. a CSCS Card at the appropriate level for the activities to be undertaken.
- 30.2 These requirements will be confirmed by regular competence audits.

31. Completion of Works

- 31.1 The contractor shall formally hand over the works to the appointed person to oversee the works, and instruct representatives of Rivermead Inclusive Trust and the users in the operations and maintenance of new or modified facilities.
- 31.2 Upon completion the contractor shall:

- Leave the site clean and clear
- Remove equipment and consumables which are the property of the contractor.
- Make good defects
- Remove from site for lawful disposal all waste and surplus materials.
- Remove barriers/ boarding's etc.
- Hand over to the **Facilities Manager** overseeing the works, keys, passes, Health and Safety File

33. WARNING NOTICE

- Contractors working on Rivermead Inclusive Trust Site must comply with this Contractor's Health and Safety Induction Book.
- Failure to do so may result in removal from Rivermead Inclusive Trust select list.
- Main contractors are required to have a copy of the Contractor's Health and Safety Induction Book available on site at all times.
- Annually all main contractors working on Rivermead Inclusive Trust site are required to sign a copy of the declaration at the back of this document (signed by the company director responsible for health & safety) and returned to either the **Facilities Manager**.
- Main contractors are required to obtain signed copies of the declaration for each project by the respective sub-contractors working on their site. The main contractor shall keep a specific file containing these declarations for the duration of the project.
- Rivermead Inclusive Trust may inspect the file and minute at the site meetings the progress in respect of the declarations.
- In the event of a site inspection by Rivermead Inclusive Trust or Health and Safety Consultant, failure to produce a file may result in a corrective action notice.
- Failure to keep a copy of the Contractor's Health and Safety Induction Book on site and/or include reference within the Contractors Induction will result in an automatic failure of a site inspection.
- It is essential that all contractors are made aware of this Contractor's Health and Safety Induction Book and its content during the site induction.

Appendix A

SAFE MANAGEMENT OF ASBESTOS CONTAINING MATERIALS (ACMs)

General Contractors and Sub-Contractors

Required to:

- Ensure that they have a clear understanding of the Asbestos Policy and Procedures.
- Ensure that they are fully familiar with current legislation relating to the management of ACMs.
- Ensure that all staff working under their control have received an appropriate level of asbestos awareness training.
- Consult the Rivermead Inclusive Trust asbestos register which is located in reception for the premises before work starts.
- Ensure that where work may be affected by, or involves disturbance of, ACMs that one of the Rivermead Inclusive Trust preferred HSE licensed contractors is engaged to carry out the work.
- Ensure that any relevant risk assessments, method statements and statutory notices are in place before work commences and submitted to the Health and Safety Department at least 5 working days prior to the due commencement date.
- Not to commence work until the appropriate Rivermead Inclusive Trust Permit to Work has been issued.
- Progress all works diligently but, if any suspect materials are encountered, to immediately suspend operations and to **contact Site Team/Facilities Manager** for further instruction.
- Provide copies of all test certificates, Certificates of Reoccupation and evidence of correct waste disposal within 10 (ten) working days of the completion of the work.

EXTRACT FROM RIVERMEAD INCLUSIVE TRUST POLICY AND PROCEDURES FOR THE SAFE MANAGEMENT OF ASBESTOS CONTAINING MATERIALS (ACMs)

The academy acknowledges the health hazards arising from exposure to asbestos and will protect employees, Learners and other persons potentially exposed as far as is reasonably practicable.

This will be achieved by minimising exposure through the management of asbestos-containing materials in the workplace premises.

Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start work that could disturb asbestos unless the correct procedures are to be employed

The Academy complies with the HSE's approved code of practice 'The management of asbestos in non-domestic premises' (HSC/06/05). A copy of which is held by the Facilities Manager.

The asbestos register is held in the Academy office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

It is the policy of the Academy that no work of any kind shall be undertaken by any staff employed at the school on any material which either contains or may contain asbestos.

The Control of Asbestos at Work Regulations 2012 requires that all materials containing or having the potential to contain asbestos will be identified and their location marked. The survey to comply with these requirements has been carried out by a competent person on behalf of the school. A copy of the results of that survey are held by the Facilities Manager

The Site team will undertake and record an annual visual inspection of all asbestos containing materials (ACM's) and will manage the induction of contractors on the whereabouts of known or presumed ACM's as part of any works being undertaken

All contractors must check available information within the Asbestos Register, including site plans, before commencing work on site

The Academy will inform all staff, learners, visitors and contractors of any planned/emergency works that may affect any known or presumed asbestos containing materials or where the presence of asbestos cannot be verified.

Following any suspected or known release of asbestos fibres, air monitoring will be required. This will be coordinated by the **Head teacher and Facilities Manager**

Releases of asbestos must be reported in line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Reporting will be undertaken by the Head Teacher or Facilities Manager

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head teacher or Facilities Manager

Appendix B

Site Rules

The following specific rules are to be incorporated within the Principal Contractor's development of the Safety Plan:

1. Before commencing work operatives must sign in at reception – A daily or weekly contractor ass will be issued - and sign out at the end of each day
2. Contractor passes to be worn at all times. Lost passes are to be reported immediately.
3. Work only in your designated area; please do not wonder around the Rivermead Inclusive Trust site without being escorted or informing your representative of your destination and intention.
4. No Smoking other than in the permitted smoking area.
5. No burning of rubbish is permitted.
6. Deliveries / collections to be planned outside of peak traffic hours.
7. Foul and abusive language and/or behaviour will not be permitted.
8. A 'Cover Up' Policy is to be enforced i.e. shirts must be worn at all times.
9. No radios permitted.
10. Operatives are not permitted to wear Earphones for iPods, MP3 Players or other personal stereo equipment.
11. If required by Rivermead Inclusive Trust mobile phones only to be used in designated areas.
12. All equipment and the site to be secured and left in a safe state outside working hours.
- 13. All deliveries of materials etc. are to report to the Site Team**
14. All materials to be left safe and secure during and outside working hours.
15. Safety boots, Hi Viz vests and other appropriate PPE to be worn by all contractors and visitors to site.
16. Construction work shall not impinge on any Rivermead Inclusive Trust work.
17. Hazardous materials not to be left on site unless locked away in suitable lockable containers.
18. Use all necessary protective clothing and equipment when required.
19. All enquiries regarding Health and Safety on site to be directed to the **Site Team/Facilities Manager**

20. Remove rubbish and debris on a regular basis. Do not allow accumulation of waste as it accumulates and keep the site and works clean and tidy.
21. The use of the Clients refuse facilities will not be permitted.
22. All contractors' staff are expected to carry out their duties in a manner that promotes equality of opportunity and supports diversity and inclusion, and takes into account Rivermead Inclusive Trust commitment to environmentally sustainable ways of working.
23. Act immediately when you hear the emergency Evacuation Fire Alarm Sounders, remembering to switch off/turn off power and other services being used before leaving your work area.
24. Obey all safety signs and beacons.
25. Report all hazards, accidents, injuries, near misses and dangerous occurrences immediately to your Rivermead Inclusive Trust contact/ Representative.
26. Never obstruct aisles and exits.
27. Ensure that sufficient guards or barriers etc. are put around any work area before the work area is left unattended. If any transport/escape routes are to be obstructed partial or otherwise you must contact your Rivermead Inclusive Trust representative immediately.
28. Only park in designated parking bays.

Appendix C

Contractor Works Authorisation

Rivermead Inclusive Trust is always seeking to continually improve our policies and procedures and will be implementing an updated Works Authorisation Procedure as from 1st September 2016.

1. Following the receipt of a purchase order for works (including planned maintenance/emergency reactive maintenance/minor improvement works) the Contractor shall carry out a site specific Risk Assessment and produce a Method Statement.
2. If the Contractor in carrying out the Risk Assessment/Method Statement has not consulted the Rivermead Inclusive Trust Asbestos Management Register, he shall request a copy for the relevant building via the following email address:
lovew013@rivermeadincusivetrust.org
3. A copy of the relevant Asbestos Register will be emailed across a.s.a.p.
4. Once the Asbestos Register has been fully consulted and an appropriate Risk Assessment carried out, a Method Statement produced and emailed to
lovew013@rivermeadincusivetrust.org
5. This is to be received at least **5 working days PRIOR** to works being carried out on site.
6. Upon receipt the Contractor's RA/MS will be checked and if complete, suitable and sufficient, and appropriate, approval will be sent back authorising the Contractor to proceed. If the RA/MS are incomplete, not deemed suitable, sufficient or not site specific, feedback will be given via **lovew013@rivermeadincusivetrust.org**
7. RA/MS awaited - Contractor must **NOT** start work
RA/MS received but **NOT** approved - Contractor must **NOT** start work.
RA/MS received and approved - Contractor **OK** to start work
8. Once the necessary approval has been received the Contractor shall upon the identified dates of the proposed works, report to **Reception** where Contractor Passes/vehicle permits/permits to work will be issued.
 - See attached blank permit to work form which indicates the work activities requiring a permit to work

NOTE: No work will be allowed to proceed until RA/MS have been approved and the Contractor will be turned away from site. **NO** reimbursement of costs for abortive site visits will be made by Rivermead Inclusive Trust.

Appendix D

PERMIT TO WORK FORM

Permit Number:			
Contractor Name:			
Location of Work			
Permit Valid from	Time:	Date:	
Permit Valid to	Time:	Date:	

Roof working at working from height		Excavations/Digging		Other	
Asbestos		Lifts			
Electrical Services/High Voltage		Confined Spaces			
Hot Work		Gas Work/Services			
Heating Plant		Breaking into pipes			
Isolation of Fire Alarm		Lift Maintenance			
Machinery		Plumbing Works			

Have the following services been isolated/locked off

	Yes/No	Point of Isolation	Name	Signature	Date
Electricity					
Gas					
Water					
Air					
Fire Alarm System					
Other					

	Yes	No
Has the Contractor had an induction and tour of the site		
Has the Contractors Health and Safety induction book been issued, read and understood?		
Has the Contractors risk assessment and method statement been conducted?		
Has a copy of the safety rules been given to the Contractor?		
Has the Contractor read and understood the asbestos register in reception		

Other Precautions (e.g traffic movements, lone working etc.)

Tools & Equipment to be used: (e.g. Scaffold, PPE, Welding sets, 110v Tools etc.)

Before work starts

All the above boxes must be completed and permit signed by both Client Authorising person and Contractor Site Supervisor before work commences.

Time:			
Contractor Site Supervisor	Name:	Signature:	Date:
Rivermead Inclusive Trust Authorising Person	Name:	Signature:	Date:
Time:			
Contractor Site Supervisor	Name:	Signature:	Date:
Rivermead Inclusive Trust Authorising Person	Name:	Signature:	Date:

On completion of work

Work has been completed, all isolations reinstated, and all persons under my control have been withdrawn

Appendix E

CONTRACTORS DECLARATION OF UNDERSTANDING AND COMPLIANCE

Signing of this document is a pre-requisite to any contractor appointment made by Rivermead Inclusive Trust and will be subject to regular reviews and appraisal.

PLEASE COMPLETE THIS DECLARATION AND KEEP IT WITH THE DOCUMENT FOR YOUR FILES.

I confirm:

- That I have read and have understood the above.
- That my company will comply with all the requirements of the Contractors Health & Safety Induction Book for Contractors Working on Rivermead Inclusive Trust Site
- I confirm that ALL staff working on Rivermead Inclusive Trust Site have received adequate and up to date Asbestos Awareness training.

Signed:

Name:

The Director/s responsible for Safety:

Company: _____ Date:

Once completed, copies of this declaration must be sent to campd086@medwaymail.org

Child Protection Policy

Designated Child Protection Co-ordinator (DCPC): Graham Sample

Deputy DCPC: Amanda Uden

Child Protection Nominated Governor: Mr Ian Chappell

Introduction

'Education staff have a crucial role to play in helping identify welfare concerns and indicators of possible abuse or neglect at an early stage'

Working Together to Safeguard Children 2006

Section 175 of the Education Act 2002 places a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school.

We recognise that all adults at this school have a full and active part to play in protecting and safeguarding the children in our care, and that the pupils' welfare is our paramount concern.

This policy takes into account the Kent and Medway Safeguarding Children Procedures

Aims

- To provide a caring, positive, safe and stimulating environment that cares for the social, physical and moral development of the individual child. The governing body takes seriously its legal duty to safeguard and promote the welfare of the children and to work together with other agencies in so doing.
- To provide an environment in which pupils feel safe, secure, valued and respected; and where they feel confident and know how to approach responsible adults if they are in difficulties.
- To develop effective working relationships with all other agencies involved in safeguarding children.

Procedures and Responsibilities

School procedures for safeguarding children are in line with Kent and Medway Safeguarding Children Procedures, which may be accessed at www.msrb.org.uk

A copy of 'What to do if you are worried about a child being abused' is available for all staff to read. This may also be downloaded at:

www.education.gov.uk/publications/standard/publicationDetail/Page1/DFES-04320-2006

The school has a Designated Child Protection Co-ordinator (DCPC), who has undertaken basic child protection training delivered through the Medway Safeguarding Children Board and the one-day DCPC training provided by the Local Authority (LA). They will attend refresher training provided by the Local Authority every year.

The school operates a system in which they have a Designated Child Protection Co-ordinator (DCPC) and a Deputy Designated Child Protection Co-ordinator. These are currently the Head

and a member of the SLT. Their training is staggered and the person who has the most up to date training becomes the DCPC and the other the Deputy.

It is the responsibility of the DCPC to ensure that all adults in school receive a copy of the policy and follow the schools internal child protection procedures and Medway Council's record keeping procedures. All child protection records will be kept in a secure place away from school files, e.g. a locked cabinet in the head teacher's office. It is also the responsibility of the DCPC to make any referrals necessary to Medway Council's Social Care via Customer First.

All adults who work in schools are legally required to participate in child protection training at least every three years. Opportunities will be provided to receive training consistent with Medway Safeguarding Children Board's standards, in order to develop their understanding of the signs and indicators of abuse, and their knowledge regarding what to do if they feel a child may be suffering abuse. Volunteers working in our school are provided with detailed information relating to Child Protection which makes it clear what the school's processes and procedures are.

All members of staff, volunteers and governors know how to respond to a pupil who discloses abuse, and they are familiar with procedures to be followed (see below).

All members of staff have updates on their child protection training at least in line with Medway recommendations.

If a child chooses to tell a member of staff about alleged abuse, there are a number of things that must be done to support the child:

- Do not make promises e.g. to keep secrets
- Stay calm and be available to listen.
- Listen with the utmost care to what the child is saying.
- Question minimally without pressurising; only using open questions.
- Do not put words in the child's mouth but note the main points carefully.
- Keep a full record - date, time, what the child did, said etc; on Medway Council's 'record of concern' form using a body map if appropriate. See Appendix 1
- Re-assure the child and let them know that they were right to inform us.
- Inform the child that this information will now have to be passed on.
- Immediately inform the DCPC or deputy DCPC

All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's child protection policy. Reference will be made to it in a prospectus/brochure and home school agreement. It will also feature on the school website.

Our DCPC will ensure a systematic means of monitoring children known or thought to be at risk of harm, they will ensure that we contribute to assessments of need and support plans for those children.

We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils.

Our DCPC will ensure a structured procedure within the school, which will be followed by all of the members of school community in cases of suspected abuse.

Our policy and procedures will be reviewed annually and updated by the governing body, which will ensure that they are in line with Medway Safeguarding Children Board's policies and procedures.

Supporting children

We recognise that a child who has been abused or neglected, who witnesses abuse or lives in an abusive environment may feel helpless and, or humiliated. They may blame themselves, have low self-esteem and find it difficult to see the world as a positive place.

We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research demonstrates the behaviour of a child in these circumstances may range from that which is perceived to be normal to that which is aggressive or withdrawn.

We will provide, across the curriculum, opportunities, which equip children with the skills they need to stay safe from harm and to know to whom they should turn for, help. We will promote a school ethos that is positive and supportive, and a secure environment, which provides all pupils and adults with a sense of being respected and valued.

Supporting staff

We recognise that staff working in the school who have become involved with a child who has suffered harm, or who appears likely to suffer harm, may find this situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the DCPC, and to seek further support. This could be provided by, for example, the headteacher, by The School Workforce Team, Medway Council (01634 332471), The Occupational Health Service, through the Medway Counselling Service, Care First, and/or a teacher/ trade union representative as appropriate.

We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document 'Guidance for Safe Working Practices for the Protection of Children and Staff in Education Settings' provides advice on this and the circumstances that should be avoided in order to limit complaints against staff of abuse of trust and/or allegations of physical or sexual abuse made against staff.

We recognise that DCPC's should have access to support and appropriate workshops, courses or meetings as organised by the Local Authority.

Confidentiality

We recognise that all matters relating to child protection are confidential, however, a member of staff must never guarantee confidentiality to a pupil, nor should they agree to keep a secret. Where there is a Child Protection concern it must be passed immediately to Designated Child Protection Co-ordinator, at least within 24 hours of the concern being noticed.

The Head Teacher or DCPC will disclose personal information, including the level of involvement of other agencies, about a pupil to other members of staff only on a 'need to know' basis.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

Safe staff

Checks will be undertaken on all adults working in the school to establish the suitability of a person to work with children corresponding to Medway Council's Safe Recruitment procedures. Records of these checks will be kept in accordance with Section 4.5 of 'Safeguarding Children and Safer Recruitment in Education' DfES 2006, each recruitment selection group and interview panel will have a 'Safer Recruitment' trained member.

All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted with or in view of other adults.

All staff understand that they are employed in a 'Position of Trust' and that inappropriate behaviour with or towards children is unacceptable. It is an offence for a person in a position of trust to have a sexual relationship with a child under 18, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment even if s/he does not teach the child. Sexual Offences Act 2003

If an allegation is made against another member of staff, the member of staff receiving the allegation will immediately inform the headteacher or the most senior teacher if the headteacher is not present. The headteacher or most senior teacher will then consult with the Local Authority Designated Officer (Clare Wilkes 01634 331229) if she is not available contact Education Safeguarding Co-ordinator (Joanne Cook 01634 331017).

If the allegation made to the member of staff concerns the headteacher, the person receiving the allegation will immediately inform the chair of governors who will consult the Local Authority, (as above) without notifying the headteacher first.

The school will follow the Local Authority procedures for managing allegations against staff, a copy of which can be found in the staff room.

Where another body provides services or activities separately, using the school premises, the Governing Body will ensure that the body concerned has appropriate policies and procedures in place in regard to safe recruitment and safeguarding children.

All visitors coming into contact with children are required to have a valid DBS check. Where a visitor does not have a current DBS check they are to be escorted around the school at all times

Whistle blowing

All staff should be aware of their duty to raise concerns about the attitude and actions of colleagues. If necessary, they should speak to the Chair of the Governors or consult with the Local Authority Designated Officer (01634 331229) if he is not available contact Education Safeguarding Co-ordinator (01634 331017). See also Medway Council Whistle blowing procedures, if you are unhappy with the response you have received please contact Office for Standards in Education or contact the Department for Education(0870 000 2288 or complaints.peu@dfes.gov.uk).

Links to other policies

The child Protection Policy should be read alongside and in conjunction with other policies regarding the safety and welfare of children and these together make up the suite of policies to safeguard and promote the welfare of children in this school.

- Physical intervention/positive handling: Our Positive Handling or Behaviour Policy states that staff may only use physical intervention as a last resort. We understand that physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.

- Anti-bullying: Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.
- Racist incidents: Our policy on racist incidents is set out in a separate equal opportunities policy and acknowledges that repeated racist incidents, or a single serious incident, may lead to consideration under child protection procedures.
- Health and safety: Our health and safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically, within the school environment, for example in relation to internet use; and when away from the school for example when undertaking school trips and visits.
- Safe recruitment: Our policy, which sets the vetting requirements for all staff, that wish to work in our school whether paid or voluntary. All staff will have an Enhanced DBS check before starting and then at least every three years

SAFER RECRUITMENT POLICY

Policy statement

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This school recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed. This document provides a good practice framework to comply with the principles set down in the school's Equality Policy.

All posts within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have a Disclosure and Barring Service.

The school is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

The school will:

1. ensure that appropriate staff who undertake recruitment have received safe recruitment training and successfully completed the NCSL safe recruitment training assessment
2. work towards every appointment panel to having one member who has received safe recruitment training
3. implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
4. keep and maintain a single central record of recruitment and vetting checks in line with DCSF requirements
5. ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
6. require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and the penalty.

The following pre-employment checks will be undertaken:

1. Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
2. Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
3. A list 99 check
4. A satisfactory DBS clearance
5. Verification of the candidate's medical fitness
6. Verification of qualifications
7. Verification of professional registration as required by law for teachers
8. Verification of successful completion of induction period (for those who obtained QTS after 7 May 1999)

Roles and responsibilities

It is the responsibility of the governing body to:

- Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DCSF guidance and legal requirements
- Monitor the school's compliance with them

It is the responsibility of the Headteacher and other managers involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
- To monitor contractors' and agencies' compliance with this document
- Promote welfare of children and young people at every stage of the procedure

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks.

It is the responsibility of the school's HR provider (Medway) to deal with the administration of the disclosure system for the school

In accordance with the School Staffing Regulations, the governing body has delegated responsibility to the Headteacher to lead in all appointments outside of the leadership group

The Procedure

Advertising

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of candidates as possible, normally this will entail an external advertisement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

Applications

The form – The school uses a standard application form. CVs will not be accepted (CV's will be accepted only as an adjunct to the application form.)

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (eg: General Teaching Council for England).

References

References for shortlisted candidates will be sent for immediately after shortlisting. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible. References must be in writing and be specific to the job for which the candidate has applied - open references or testimonials are not acceptable.

The school will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

Reference requests are made on the attached exemplar pro forma and specific information is required regarding the relationship of the referee to the applicant and their suitability for working with children.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues (are more likely to cause concern but should be considered carefully. A history of repeated concerns or allegations over time is also likely to give cause for concern.

Self-declaration of convictions by job applicants

The school's policy requires applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution on their application form.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

Interviews

The selection process will always include the following:

- Face to face professional interview including a question related to safeguarding children (in line with NCSL Safer Recruitment Training)
- Young people panel / activity with children

Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status.

Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is also required to undertake a Criminal Records Bureau check on the preferred candidate. Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. The school will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, the school will require sight of a properly certified copy.

Where candidates have obtained qualifications abroad, a certified comparability check by NARIC will also be required.

Proof of identity and other documentation will be verified by the chair of the panel / Headteacher.

Commencement of Employment prior to DBS check being received

In unusual circumstances it is permitted to commence employment prior to receiving a DBS check. However a List 99 check and risk assessment must be completed

Employment Offer

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks detailed above must all be completed BEFORE a person's appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment.

Once all pre-employment checks have been satisfactorily completed / received, an offer of employment will be made and the contract of employment issued.

Record Retention / Data Protection

The school will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (ie: shredded). The 6 month retention period will allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment tribunal.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel / Headteacher within 6 months of the interview date.

Personal file records

From January 2008, the school will retain the following information which will make up part of the personal file, for the successful candidate :

- Application form
- References
- Disclosure of convictions form
- Proof of identification
- Proof of academic qualifications
- Proof of registration with General Teaching Council (for teaching staff)
- Certificate of Good Conduct (where applicable)
- Evidence of medical clearance from Occupational Health (where applicable)
- Evidence of the DBS clearance (ie: the notification form from EPM or the DBS certificate reference number, NOT the actual DBS form or certificate)

Single Central Record of Recruitment Vetting Checks

In line with DCSF requirements, the school will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, eg: specialist sports coach or artist. The central record will indicate whether or not the following have been completed:

- Identity checks
- Qualification checks for any qualifications legally required for the job
- Additionally for those applying for teaching posts, registration check with the GTC where appropriate
- Checks of right to work in the United Kingdom
- List 99 checks

- DBS Enhanced Disclosure
- Further overseas records where appropriate

It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

In order to record supply staff provided through an agency on the record, the school will require written confirmation from the supply agency that it has satisfactorily completed the checks described above. The school does not need to carry out checks itself except where there is information contained within the disclosure. However identity checks must be carried out by the school to check the person arriving is the person the agency intends to refer to them.

Probation periods

Newly appointed teachers who are new to the employment of the governing body will be subject to the school's probationary period.

School staff will be given a copy of the DCSF guidance on Safe Working Practice and asked to sign a declaration that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all time

The school has a specific safeguarding- related whistle policy which forms part of the school's Child Protection Policy and which has been disseminated to all staff and volunteers.

The school adopts a culture of vigilance where all concerns are listened to and taken seriously. The school will follow DCSF and Medway Safeguarding Children Board allegations procedures and refer any allegation for initial consultation with the Local Authority Designated Officer

Appendix H

Rivermead Health & Safety Policy Statement

The Rivermead board of trustees together with the head teacher believe that the health and safety of all persons within the school is of a paramount importance. The first requirement for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety and of others. In the special circumstances of a school it is also important that adults recognise their additional responsibility for modelling safe practice for young people. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the board of trustees together with the head teacher of the academy to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The board of trustees and head teacher will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include learners, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. Alongside the responsibilities of the board of trustees and head teacher are the responsibilities of each person to reflect on good practice and contribute to the development of safe routines. In order to achieve this, it is the responsibility of everyone to challenge directly any behaviour or practice, which could lead to an unacceptable risk being suffered by anyone, to report such an occurrence and to follow up to ensure that action has been taken, so that the occurrence is unlikely to occur again.

The board of trustees and head teacher will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, learners and visitors to the school. We require all staff to comply fully with this policy. In addition, we will ensure that all learners, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the board of trustees and head teacher that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

Head teacher: Tina Lovey

Signed:

Date:

School Governor: Ian Chappell

Signed:

Date:

Appendix I

LIST OF SCHOOL AUTHORISED OFFICERS

Title	Name	Contact Telephone Numbers
Mr	Warren Lovey	01634 338348
Mr	Brian Poke	01634 338348
Mr	David Hanning	01634 338348
Mrs	AMANDA UDEN	01634 338348

