



CHILD PROTECTION ISSUES DURING BUILDING WORKS POLICY 2022-2023

Effective Date: October 2021

Last Reviewed: October 2022

Reviewed by: Mrs Claire Jones

Next Review Date: October 2023

CHILD PROTECTION ISSUES DURING BUILDING WORKS

1. General

1.1 All Schools must comply with Disclosure and Barring Service Guidance (DBS) and DfE guidance 'Keeping Children Safe in Education' (September 2020)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf

Please note that the use of the term 'Contractors' in the DBS documentation has a much wider use than just building contractors. The DBS approach looks at the activity being performed and, through that activity, the potential for unsupervised access to children. A Regulated Activity requires close and unsupervised contact with children on a regular basis.

1.2 Where building works (either revenue or capital funded) are undertaken in a school the Governing Body must assess and seek to control safeguarding risks to children. This assessment should be methodical, consistent and a written record must be kept. We would strongly recommend that this written record is retained as part of the school's Single Central Record (SCR) so as to provide evidential proof of the school's approach to safeguarding in this particular matter.

2. Safeguarding in Schools and Construction Work – Overview and Discussion

2.1 It is vital that all safeguarding measures employed are proportionate to the risk, are specific to the circumstance that exists and are 'deliverable' in practice.

2.2 Construction works on all sites (including at schools) must be undertaken in compliance with current Health and Safety legislation. Health and Safety issues must be assessed and addressed for all construction works and this works 'hand in hand' with safeguarding of children and vulnerable adults. The issue of Child Protection and safeguarding must be included in all construction works specifications/instructions alongside all other Health and Safety issues.

2.3 In simple terms, children should not be allowed in areas where builders are working for health and safety reasons. Where a building site is physically separated from the school and the site entrance is separate from the school's, a DBS check will not be required.

2.4 Greensands Federation adopts a balanced approach with respect to checks on contractors, and this is consistent with the Disclosure and Barring requirements;

"Checks are required on anyone who is likely, through the normal course of their work, to have unsupervised contact with children. Construction staff would never be expected to be alone with children. Their work will be contained within a specifically demarcated area of the school to which children have no access at any time. They should be expected to sign in on arrival and have clearly visible identification at all times. Where contractors need to work in other areas of a school, this must be agreed in advance with the Executive Principal and managed appropriately and reasonably. Casual visitors that need access to the school should sign in through the main reception, wear an identification badge and be accompanied by a member of staff for the duration of their visit. Such visitors might include surveyors, utilities representatives, etc.

3. Risk Assessment

3.1 From Section 2.2 above it can be seen that in assessing a safeguarding risk to children during building works on a school site the key issues to be assessed are;

- 1 *Contact between contractors and children,*
and
- 2 *The extent of the contact.*

3.2 All building contracts and their associated Child Protection risks must be assessed individually. Issues such as location, timing, extent of separation, supervision, numbers of persons on site, past knowledge, school management systems, construction management systems, numbers of children, school layout and the like will all impact on the specific risk and the control measures possible to manage the risk. The adequate consideration of the issues and control measures suitable for the specific project requires a Child Protection Risk Assessment.

4. Contractors and Professional Codes of Conduct when on school sites

4.1 All visitors to site will need to comply with the school's Safeguarding and Child Protection policies and procedures and the school will ensure this information is advised and made available to contractors and consultants alike.

4.2 Greensands Federation has issued a Code of Conduct for Contractors undertaking work at either Sandy Secondary School or Moggerhanger Primary School. This is included within the appendix.

5. Child Protection Risk Assessment for Construction Works

5.1 Overleaf is a template for the Child Protection Risk Assessment during construction works on the school site which will record our approach to safeguarding in a systematic and consistent manner during building works at the school. This will be used when substantial and large-scale works are to be undertaken on the site, involving a number of different contractors, and/or several construction workers.

5.2 The Risk Assessment should be discussed and completed at the Pre-Contract meeting when the following parties are present;

Central Bedfordshire Assets
Contract Administrator
Design Team
CDM Co-Ordinator / Principal Designer
Executive Principal (or delegated to the HR & Operations Manager)
Contractor's contract manager and foreman.

This approach will ensure all parties are able to fully understand the building programme of works and methodology, and the child protection issues at each stage. All parties are named on the Child Protection Risk Assessment and all are responsible for the information contained therein and the compliance with control measures identified. Any party is authorised to reconvene the group to review the risk assessment should any circumstances / risks change on site or if control measures require review.

5.3 The Child Protection Risk Assessment is designed to first identify the 'Risk Rating' inherent in the type and vulnerability of premises users. This initial 'Risk Rating' is then either increased, decreased or remains unaffected by a series of 'Other Factors' pertaining to the type and location of the building works, the schools' knowledge of contractor, programme/timings of work, etc. Once this adjusted risk has been identified, a series of 'Control Measures' can be identified and applied to reduce or (ideally) eliminate the risk to students/children.

5.4 The application of this guidance requires a degree of judgement in establishing the level of risk and the control measures to be applied. The assessment team must feel free to add additional Risk Factors or Control

Measures to the template to suit the particular circumstances at the school and that apply to the building project / maintenance works.

5.5 The Code of Conduct is also appended to the Risk Assessment and the contractor signs it to agree to abide by its content. The completed Risk Assessment and Code of Conduct is appended to the minutes of the pre-contract meeting and circulated to all parties.

5.6 Please note that although the Child Protection Risk Assessment template has been prepared for capital works projects at school, it is essential that the same principles of SEGREGATE OR SUPERVISE apply to the smaller building works (possibly revenue funded) as it is often these works (undertaken by local handymen/contractors direct for the school) where the contact between contractors and children and the extent of that contact is potentially greater, and therefore the child protection risk is enhanced.

5.1	New works on defined area of site	Reduced						
5.2	Refurbishment etc accessed from outside	Even						
5.3	Refurbishment etc accessed from inside	Increased						
5.4	Works requiring access to many areas in school	Increased						
6	Contract Team and Supervision							
6.1	Lone working with random supervision	Increased						
6.2	Small teams with working supervisor	Even						
6.3	Teams where individuals work unsupervised	Increased						
6.4	Sub-contract labour supervised by named manager	Even						
6.5	Sub-contract labour generally unsupervised	Increased						
7	Working Knowledge of Contractor							
7.1	No past working experience of contractor	Increased						
7.2	Past knowledge but intermittent use	Even						
7.3	Past knowledge, frequent use and no problems	Reduced						
8	Welfare							
	Contractor providing own welfare facilities in site area.	Even						
	Contractor to use school's welfare facilities.	Increased						
	ASSESSMENT OF OVERALL RISK							

See Page 3 & 4 for Control Measures

School:

Building Project:

Item	Issue	Risk Rating	Risk Eliminated	Low Risk	Medium Risk	High Risk	V. High Risk	Comments
	<u>Overall Risk from Previous Page</u>							
	<u>Control Measures to Reduce Risk</u>							
9	School Supervision							
	Children supervised at all times	Reduced						
	Children supervised on frequent basis	Even						
	Children generally unsupervised	Even						
10	School Occupancy & Timing of Works							
10.1	Normal hours – school occupied	Even						
10.2	Normal hours – school unoccupied	Eliminated						
10.3	Outside normal hours but school occupied	Even						
10.4	Outside normal hours and school unoccupied	Eliminated						
10.5	Works in school holidays and unoccupied	Eliminated						
11	Site Separation							
11.1	Separation of site and children by school / contractor management procedures.	Even						
11.2	Site separation but access to work area and welfare facilities by management procedures.	Reduced						
11.3	Full site separation by secure fencing (including access and welfare facilities) from children.	Eliminated						

	RISK ASSESSMENT FOLLOWING CONTROL MEASURES								If risks assessment is still within shaded area, apply additional control measures to reduce risk
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School:

Building Project:

Item	Issue	Risk Rating	Risk Eliminated	Low Risk	Medium Risk	High Risk	V. High Risk	Comments
	<i>Overall Risk from Previous Page</i>							
12	Additional Site-Specific Control Measures (to be developed and agreed)							
12.1	(One possible consideration): DBS checks on contract staff	Reduced						But only if deliverable and can be adequately managed.
12.2								
12.3								
	RISK ASSESSMENT FOLLOWING CONTROL MEASURES							

Signed:
(must have Child Protection Training)

Position:
(Must be a member of school leadership team)

Date:

Append Code of Conduct and ensure signature by Contractor's Contracts Manager or Director

Circulate to all present