

SUPERVISION OF ANCILLARY, CONTRACT AND 'UNCHECKED' STAFF

Revised by: Meloney Ison

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Overview

Maplewell Hall School has a provision that enables pupils with special educational needs to access a special school and residential provision. All pupils at Maplewell are very vulnerable and need to be kept safe at all times. This policy ensures that all staff and visitors recognise their responsibilities to be able to do this.

Expectations

The following list are expectations for all staff and visitors who are on the school site: -

1. All visitors are required to enter Maplewell Hall School through the main building regardless of time of arrival. There is a bell for 'out of hours' which alert staff to the presence of a visitor. There is a door release button in the foyer for use during the school day and residential provision. Visitors should only be let in if staff are comfortable that the visitor is here for legitimate purposes. Staff should be completely satisfied before letting visitors in to school and should ensure that they are accompanied when entering school.
2. Staff should be aware of all visitors to the school and to the possibility that young people are vulnerable to abuse by visitors or that inappropriate items could be handed over to them.
3. Staff are therefore required to establish the name and purpose of all visitors to the School. Proof of identity will be requested where visitors are unknown to staff. Official badges and any ID cards must always be checked for visitors from Agencies or Authorities.
4. All visitors are required to be 'signed in' at reception using the Visitors Book. Visitors should complete this by stating their name, their company, who they are visiting, their vehicle registration and the date/time. Staff will then provide a badge that must always be worn on site. If the visitor is about to undertake any work, they must complete the form at Appendix A. When the visit has ended the visitor should sign out in the Visitors Book and put in the time of leaving. Passes should be handed back in to the School Office.
5. Any 'unchecked' staff, for example repair or maintenance contractors and ancillary staff will be supervised and not left alone with children. They should be given clear instruction as what to do if an unsupervised child or children enters the area where they are working. They must also be told about the importance of ensuring the security of any tools, equipment or substances they are using. They must also be informed what to do in the event of a fire alarm. Premises staff will ensure that a briefing session will be conducted upon their arrival(See Appendix A)
6. If a person arrives at the School apparently under the influence of alcohol or substances, or displaying threatening or potentially disruptive behaviour, staff should deny admission. The Headmaster should be contacted as soon as practicable. The Police should be informed if the situation becomes threatening. In these circumstances the matter must be referred to a member of the Senior Leadership Team.

Supply staff

Occasionally School will require supply staff who will cover in the main part of school or residential provision. Staff will only be selected based on their references and full DBS check. Any new supply staff will be provided with a briefing session by our cover manager or care staff. If the staff are supporting as a waking night staff this briefing will be in-depth due to the dynamics of the building and pupils.

If any inappropriate behaviour is reported this should be given to the Headteacher or member of SLT. This will be dealt with using the appropriate measures to ensure that all pupils are kept safe.

Appendix A

CONTRACTORS AND ANCILLARY STAFF SAFETY RULES (TO BE READ BY ALL)

Maplewell Hall School operates the highest standards of behaviour in school, therefore when you are working at the School it is important that you follow our procedures and guidelines.

- After signing in at the School Office please wait for whomever you are scheduled to meet, to come and pick you up, and take you to where you will be working.
- Please ensure that your Visitor's Badge is clearly displayed at all times.
- Please do not take offence if you are challenged by a member of staff who does not know you. You should always be accompanied by a member of staff when you are on the premises.
- The Fire Alarm is a long, continuous bell. In the event of a fire alarm, please evacuate the building as quickly and quietly as you can, and go to the back field. If you do not know where this is, please ask.
- If a child/young person approaches you whilst you are working in the school, please do not get in to a long conversation. If the pupil puts themselves at risk please stop work immediately and inform a member of staff.
- It is important that the tools, equipment or substances you may be using are supervised by you during their use, and are kept safe and locked away when you no longer need them. Also ensure all vehicles are locked securely.
- Smoking, consuming alcohol, drugs, intoxicants or other illegal substances on the premises is expressly forbidden.
- Maplewell Hall School has an Asbestos Register located in the Premises office. This will be discussed in your briefing with the premises manager. You must refer to this prior to commencing work and satisfy yourself that you are working in a clear area.

Maplewell Hall is a no- smoking site

Please be aware that the area you are working in should always be kept secure.

Pupils at Maplewell all have special needs and are vulnerable young people. It is imperative that our pupils are kept safe at all times.