



Core Creative Education CIC

CCE026 Contractors Policy and Procedures

Explore - Create - Learn – Grow

1.0 Introduction

Contractors such as builders and electricians will need to access the site for general maintenance purposes throughout the academic year. Contractors will be checked for suitability using the criteria outline in 2.0 Contractor Procedure. Contractor activity will be recorded in the contractor log. The procedure for dismissing contractors is outlined in 4.0 Contractor Dismissal.

2.0 Contractor Procedure

- Prior to accessing the site, ~~contractors will need to provide evidence that staff are DBS checked~~ *where the nature of the work requires it, contractors must provide evidence of appropriate DBS clearance. Where contractors are not DBS checked, they will be appropriately supervised and must not have unsupervised access to students.* Evidence of risk assessments which cover the work to be completed. Once this evidence has been received the contractor will be booked in to complete the work.
- Contractors will ideally access the site when day students are not present, this includes prior to 9.30am or after 2.30pm from Monday to Friday. Twilight students may still be present and will be supervised by a mentor at all times. The contractor(s) will be supervised by the office manager, administrator, education manager or director. *Contractors will be informed of relevant site rules, safeguarding expectations, emergency procedures and restricted areas before work begins.*
- Where contractors need to come to site during day student hours, staff and students will be informed in a morning meeting with the key information needed such as the area of the site they will be working, if the area needs to be avoided, whether the work will create an atmosphere that may cause anxiety with some students e.g. those with noise sensitivities. Students must be supervised at all times, and the contractor(s) will be supervised by the office manager, administrator, education manager or director.
- *Where practicable, work areas will be segregated from students using barriers, signage or other suitable control measures to minimise risks arising from maintenance activities.*
- *All contractors must report to the office on arrival, sign in, receive a visitor badge where applicable, and remain identifiable whilst on site.*
- *Contractors must not be left alone with students unless this has been specifically authorised, appropriate safeguarding checks have been completed and suitable supervision arrangements are in place.*

Safeguarding

Any safeguarding concern involving a contractor will be reported immediately to the Designated Safeguarding Lead and managed in accordance with CoRE's Safeguarding and Child Protection Policy.

3.0 Contractor Log

Contractors must sign into the visitors log book upon arrival at Limemead Farm. Additionally, the date, time, company name, names of the individual contractors, job completed, details of progress/completion will be recorded in the 'Contractor Log' which can be found in the central health and safety folder on one-drive. The log will be updated with the details of the job prior to the work



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being completed, and then once the contractors have completed the job/are leaving the site, the log will be updated with the progress made and if the contractors have been re-booked.

4.0 Contractor Dismissal

Contractors who under perform, do not follow the site rules or pose a safeguarding risk may be subject to dismissal from the education manager or director.

Signed: *Alasdair Green* (Education manager)

Name: Alasdair Green

Date: 6/07/2026

This policy will be reviewed annually, or as and when there are any changes in the law or procedures.