THE BUCHAN SCHOOL KING WILLIAM'S COLLEGE

King William's College, The Buchan School and The Buchan Nursery

Supervision of Ancillary, Contract and 'Unchecked' Staff Policy

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1. Introduction

1.1 In keeping with the requirements of the NMS (UK and Isle of Man), the school seeks to keep its employees and pupils safe from uninvited intruders to the site at all times.
IOM NMS 15.5, UK NMS 19.4: *All persons visiting boarding accommodation (e.g. Visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.*

1.2 In respect of the Buchan Nursery, the premises must be made welcoming and friendly to children and parents. The premises, including any outside play area, must be kept secure and children must not be able to leave the areas unsupervised. The registered person must ensure that there are sufficient security measures in place to prevent access to the premises by unauthorised persons (Standards – Environment 4.1). People, including parents, must not be allowed to have free open access into the building/facility (Standards – Safety 6.16). Any arrangements for access to the day care centre by non-staff members must be regularly reviewed (Standards – Safeguarding 13.12). A visitor's book must be maintained within the service. This needs to identify arrival and departure times and the purpose of the visit (Standards – Documentation 14.7).

It applies to:-

- Deliveries
- Registration of Visitors and Contractors
- Contractors working on site
- Procedures outside normal hours of work
- External Events Management

1.2 Deliveries:

All deliveries are received either by the Bursary or Reception, save for deliveries to the kitchen (the delivery of those supplies is supervised by kitchen staff). Delivery personnel are not permitted to access school premises beyond Reception or The Bursary.

1.3 Registration of Visitors:

The School operates a system of booking in for both visitors and contractors. Visitors are required to report to Reception and are unable to proceed beyond Reception unless accompanied by a member of staff. The identity and reasons for the visit will be confirmed and a Visitor's Badge (red lanyard) is issued that is to be worn throughout the person's stay on School premises. All members of staff are encouraged to challenge or report any unrecognised persons on School premises who does not display a School visitors pass or contractors pass. A record of all visitors is maintained.

1.4 Contractors:

Any visiting contractor, (cleaning, IT, maintenance, ground work) is required to report to The Bursary. If they are DBS checked, they will be allowed to proceed once signed in (wearing a green "contractor" lanyard). If not, they will be issued with a red visitor's lanyard and chaperoned by a member of the Bursary team. Any work done in boarding houses will be carried out in liaison with house staff. Records of such visitors are kept for not less than three complete academic years.

1.5 Procedures outside normal working hours:

Outside of normal business hours when Reception is closed, visitors are to register their presence on campus by reporting to the Duty Porter/Site Office. The Duty Porter/site manager will record details of the visitor's identity and purpose of visit. For reasons of safety as well as security, staff have a responsibility to ensure their visitors' presence on campus is appropriately registered with Reception.

1.6 External Events Management:

Before confirming any booking for an event that is scheduled to take place during term time, the Marketing team assesses the risk in terms of access to pupils and gives direction (if necessary) as to the level of supervision required for each particular visit or activity.

This policy does not apply to parents, siblings or other close relatives of pupils who are always welcome at School. No visitors (even in this category) are allowed in the Boarding Houses or The Buchan Nursery without express permission from the member of staff on duty.

2. Procedures

2.1 This policy is to be read alongside all other policies relating to the safety and well-being of the King William's College, The Buchan School and The Buchan Nursery (the 'School') community, such as those on Child Protection and Safeguarding. These policies are actively followed within both the day and the boarding school.

2.2 In addition, the following measures pertain to the School to afford the boarders a greater degree of security while inside the School:

2.2.1 All school employees must be DSB checked and reference checked.

2.2.2 Only members of House teams (such as tutors, cleaners, matrons) are permitted entry into the boarding houses under conditions where they may for any time be unsupervised by the Housemaster or his representative.

2.2.3 Nursery Staff must check the identity of anyone they do not recognise before allowing them into the building e.g. Registrations and Inspections inspectors or colleagues attending in a professional capacity such as speech and language therapists.

2.2.4 Contractors must be DBS checked or must only work with someone who is. Contractors must either provide evidence of a current DBS check or be checked by the school. The school's Estates Manager is responsible for the supervision of contractors.

2.2.5 Unchecked Contractors are not given keys or swipe cards to houses or other property at any time when children are in residence.

2.2.6 In the event that the Estates Manager is unavailable, contractors should seek permission from the School office or from the Head of the relevant boarding house to enter the premises. If no-one is available, then permission must never be assumed.

Appendices

1. Safeguarding Guidance Notes for Visitors and Contractors
2. Supervisory Form

Appendix 1.

SAFEGUARDING GUIDANCE NOTES FOR VISITORS AND CONTRACTORS

As part of our commitment to safeguarding children and young people, KWC, The Buchan School and The Buchan Nursery ('The School') maintain the following protocols for staff, volunteers and visitors. Posters displaying "who to contact" are shown in prominent places around the School.

Staff, Volunteers, Governors, Council Members and Trustees

Staff members and regular volunteers are always DBS checked with prohibition checks undertaken as necessary for teachers and departmental managers. Adults who fall into this category are issued with a black "King William's College Staff" or blue "Buchan School Staff" lanyard and are expected to wear their ID at all times whilst on the premises. All staff and volunteers receive full safeguarding training and sign to confirm that they will abide by the School's Safeguarding Policy and Keeping Children Safe in Education 2026.

Contractors

Regular contractors (not employed by the School but contracted to provide a regular service) are fully DBS checked and therefore can be unaccompanied around the site. They are expected to sign in, either at reception or The Bursary. Adults who fall into this category are issued with a green "contractors" lanyard and are expected to wear their ID at all times whilst on the premises. Contractors are given safeguarding advice information but are not trained as they are not employees of the School.

Visitors

Visitors to the School are expected to sign in at reception. They will be issued with a red "visitors" lanyard and must be accompanied at all times. Occasionally, visitors that are invited to the School from an outside agency (social care or music examiner for example) will be in a position where they are left alone with children. In these cases, photographic ID will be checked when they sign in and a member of staff will always be nearby. Visitors have access to safeguarding guidance.

Supervisory Forms

The School expects staff to declare overnight visitors and for the "Supervisory Form" to be completed where full responsibility is accepted by the staff for their guests.

Visiting speakers are also to be accounted for in accordance with the Safeguarding Policy. Further guidance can be obtained from The Bursary if required.

Appendix 2.

SUPERVISORY FORM

I hereby confirm that I have read and understood the School's Safeguarding policy and understand my personal responsibility regarding the Supervision of an Employee, Visitor and/or Volunteer who is on the school premises without personal safeguarding checks in place.

Name of person I am supervising is: ……

Date Supervision Commenced: ……..…. …….

Date to be reviewed: ……
(must be no longer than two weeks)

*****Reason for being on site: **New Employee (pending completion of safeguarding checks)**
Volunteer
Visitor
Parent
Contractor
Work Experience
Other

*****please delete accordingly

Signed: ..... Date: .....

Print name: ……..

Job title: …….. Dept: ….…….

To be signed by person being supervised

I hereby understand that I must remain supervised at all times whilst on the school premises

Signed: ……..... Date: …….

Print Name: …….