

## Little Cubs Academy Safeguarding and Welfare Requirements

### Essential Contracts

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As far as practicable and possible any work is to be carried out during the closure of the Setting, i.e. before 7.30am and after 6.15pm, alternatively during weekends or public/bank holidays.

For all works (except emergency works) the setting must provide parents/carers with a minimum of 24 hours' prior notice to work being carried out. The Head Teacher will try to arrange any works to be carried out at the most convenient time in order to accommodate the children's needs and their safety. If it is not possible to allow works at the time requested, an alternative time and date will be offered.

The Head Teacher and the contractor/work person will discuss the works required, time frame and the impact on the children's routine, with regard to the need to safeguard the child's privacy, dignity, safety and well-being.

**Any contractor/work person MUST report to the Head Teacher (or the Deputy Head) in the first instance. They will then be required to sign in and out of the setting – dates and times are to be included.**

Contractors/work people will undergo an induction with the Health and Safety Officer. This will include the use of and responsibility for tools, equipment and chemicals.

Contractors/work people will be asked to either leave their mobile phone in the locked office or to leave it in their vehicle/off the premises. This is in line with Little Cubs Academy's company policy that ensures mobile phones are NOT allowed in any children's areas of the setting. Phones are not to be placed in a pocket with easy access.

It is preferable for any contractor/work person to have a current DBS. If they have a relevant document, they are asked to provide the Head Teacher with a copy in order for this to be checked and record the details.

Contractors/work people must never be left alone with any children.

Review Date	Name	Position	Signature
16.4.2020	Ingrid Bard	Operations Manager	<i>Ingrid Bard</i>