



S74 Supervision of Ancillary, Contract & Unchecked Staff

Approved: Full Governing Body December 2024

Reviewed: November 2025 by Emma Margrett
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INTRODUCTION

This policy is written with respect of DfE guidance, in particular “Keeping Children Safe in Education 2025”. The School’s Access to School Premises by People Outside the School Policy (S46) is also of importance in this area.

The aim of this policy is to safeguard the pupils and employees of the school; to ensure that all possible steps are taken to manage the risks of unsupervised access to pupils by “unchecked” adults and also to ensure ancillary and contract staff are adequately supervised.

Wider Abbey staff

All wider Abbey staff undergo appropriate recruitment checks that include a DBS check and they also receive safeguarding training. Key Abbey staff such as Clergy, Security Beadles, Engagement, Learning, and members of the Works department and Music department have enhanced DBS checks in addition to other checks.

Contract Staff

Westminster Abbey Choir School works with a number of recognised businesses such as our Catering Company, our Sport Coach Provider and teacher supply agencies who provide contract staff. In these cases, the school will require a letter of reassurance from the contractor which outlines that all necessary employment checks have been done. Upon arrival at the school site, the employee’s photo ID and enhanced DBS certificate will be checked before they are allowed to have any contact with pupils.

All steps possible are taken to avoid the use of maintenance contractors during term time, with the exception of approved contractors. If contract staff are used for maintenance work, they will be appointed by the Works department. Those contractors who are used during term time to complete maintenance work and who do not have an enhanced DBS certificate will be closely supervised by another member of staff who has undergone the School’s recruitment checks.

Any visiting contractor, (cleaning, IT, maintenance, ground work) is required to report to the School Office. If it is during school holidays, they will be allowed to access the school site unaccompanied. During term time, they will be issued with a red Visitor’s Lanyard and chaperoned by a member of the School staff or Works team.

All steps possible are taken to prevent the use of unchecked staff but on occasions where staff begin work before their DBS check is returned (although it must have been submitted prior to their starting work) the Headteacher will undertake a risk assessment and they will be allowed to start work at the DSL and Headteacher’s discretion but only under close supervision and never if they are in a role which requires regulated activity with children. Barred list and all other relevant checks will be undertaken. Monitoring checks to ensure that adequate supervision is in place are regularly reviewed by the Deputy Head and Headteacher. Overall responsibility for the monitoring of this policy lies with them.

Deliveries

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

Visitors

The School operates a system of signing in for both visitors and contractors. Visitors are required to report to the School Office and are unable to proceed beyond the front door of the school 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, which is to be worn throughout the person's stay on School premises. All members of staff are encouraged to challenge or report any unrecognised person on School premises who does not display a School Visitor Badge or Contractor's Badge. A record of all visitors is maintained.

Procedures outside normal working hours

Outside of normal business hours when the School Office is closed, visitors are to register their presence onsite by signing into the office. A duty member of staff must supervise any visitor whilst they are on site. For reasons of safety as well as security, staff have a responsibility to ensure their visitors' presence on campus is appropriately registered in the visitor book and that they are not allowed to walk around the school site unaccompanied.

This policy is to be read alongside all other policies relating to the safety and well-being of the Westminster Abbey Choir School community, such as Safeguarding (S11), Health, Safety & Risk Management (S32), Access to School Premises by People Outside the School (S46), and Recruitment and Selection Procedures (S42).

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

- All school employees must be DSB checked and reference checked as well as other appropriate recruitment checks as directed by KCSIE 2025.
- Staff must check the identity of anyone they do not recognise before allowing them into the building e.g. inspectors or colleagues attending in a professional capacity such as speech and language therapists.
- Contractors must be supervised with someone who is DBS checked. The Works Department or the School Premises Officer or School Business Manager are responsible for the supervision of contractors.
- Unchecked Contractors are not given keys or ID Cards to the property at any time when children are onsite.
- If no-one is available, then permission must never be assumed.

Safeguarding Guidance Notes for Visitors and Contractors

As part of our commitment to safeguarding children and young people, the School maintains the following protocols for staff, volunteers and visitors.

- Posters displaying the DSL Team are shown in prominent places around the School.
- Staff, Governors and regular volunteers are always DBS checked with other recruitment checks undertaken as necessary for teachers and School staff

Management. Adults who fall into this category are issued with a black lanyard displaying the word 'staff' 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 2025.
- Visitors to the School are expected to sign in at the School Office. They will be issued with a red lanyard and must always be accompanied. Photographic ID will be checked when they sign in. Visitors are given Safeguarding guidance upon arrival.