



**CReATIVE** Education Provision

# **IWYS**

# **Managing**

# **Contractors**

# **Policy**

# IWYS Alternative Education Provision Contractor Management Policy

## 1. Purpose

The purpose of this policy is to ensure that all contractors engaged by IWYS Alternative Education Provision are managed effectively to ensure safety and compliance with relevant regulations.

## 2. Scope

This policy applies to all contractors, subcontractors, and their employees who perform work on the premises of IWYS Alternative Education Provision.

## 3. Contractor Selection and Engagement

- Contractors must be selected based on their ability to meet IWYS's safety, quality, and performance standards.
- All contractors must provide evidence of appropriate qualifications, insurance, and experience.
- A formal contract must be in place outlining the scope of work, safety requirements, and compliance with IWYS policies.

## 4. Safeguarding and DBS Checks

- Contractors in regulated activity must have an enhanced DBS check with barred list information.
- Contractors not in regulated activity, but with regular contact with pupils, must have an enhanced DBS check.
- For contractors without regular contact with pupils, a basic DBS check is advised but not required.
- The responsibility for carrying out DBS checks lies with the contractor's employer, and a letter of assurance must be provided to IWYS.

## 5. Identity Verification

- Upon arrival, all contractors must present valid identification.
- All contractors MUST complete and sign the 'IWYS Visitors Code of Conduct' and Visitors Agreement Form'
- IWYS staff will verify the identity and record it on the single central record (SCR).

## 6. Supervision and Site Access

- Contractors must be supervised if they have not undergone necessary DBS checks.
- Access to IWYS premises is limited to areas necessary for the completion of contracted work.
- Contractors must wear identification badges at all times while on the premises.

## 7. Health and Safety

- Contractors must comply with IWYS health and safety policies.
- A risk assessment must be conducted for all contracted work.
- Contractors must provide their own safety equipment and ensure their employees are trained in its use.

## 8. Communication and Coordination

- Regular communication between IWYS staff and contractors is essential to coordinate work schedules and ensure compliance.
- Any incidents or near misses must be reported to IWYS management immediately.

## 9. Review and Monitoring

- This policy will be reviewed annually or as needed to ensure compliance with legal requirements and IWYS standards.
- Contractor performance will be monitored, and feedback will be provided to ensure continuous improvement.

## 10. Policy Approval

This policy has been approved by the IWYS management team and will be enforced to ensure the safety and efficiency of all contracted works.

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This policy is in conjunction with [IWYS-Visitor-and-Contractor-Policy.pdf](#)

<b>Reviewed</b>	January 2025
<b>Authorised by:</b>	Charmaine Baines/ Director/Proprietor
<b>Next Review</b>	September 2025 (in line with KCSIE)