



CHEL TENHAM  
LADIES'  
COLLEGE

## OUTSIDE PROVIDERS' & CONTRACTORS' INDUCTION & INFORMATION SHEET

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Please read this information and ensure that you and your staff are aware of its content and that it is adhered to.

A breach of the information contained within this document or the agreed contract may result in the removal of the person(s) from Cheltenham Ladies' College. It may also lead to the termination of the contract.

In the event of an issue or concern while working for College please contact the person who has arranged your contract.

In signing this Outside Providers' & Contractors' Induction & Information Sheet the contractor understands and agrees to its content.

Name & Signature of Contractor: \_\_\_\_\_

Name & Signature of College Staff: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your co-operation.

**Safety must always come first.  
If in doubt at any time, stop work  
Contact the member of College staff who arranged your contract**

## **CONDUCT INFORMATION**

1. All outside providers/contractors should carry a means of company identification, for example a company ID card.
2. All outside providers/contractors must sign in at the agreed location (Main Reception, Porters Lodge or Works Department Office at the rear of Elizabeth House) and visibly wear the identification provided.
3. All identification must be returned to the agreed location at the end of each day.
4. Should the outside provider/contractor have a number of staff working on a closed site a record of each person's name will be taken.
5. If outside providers/contractors are not DBS checked they will not be permitted to work unaccompanied unless in a closed or segregated site/area.
6. There is no smoking, including E-Cigarettes, on all College property.
7. Outside providers/contractors will not have reserved parking spaces on College property unless agreed for operational requirements.
8. All drivers must be aware of the large number of students on College property and ensure that they take extra care, particular when reversing as the students often have little appreciation of the hazards of moving vehicles.
9. All vehicles should be parked appropriately and not be blocking access etc.
10. No photographs may be taken whilst on site without the agreement of the department manager issuing the order.
11. All persons will refrain from using profane or insulting language whilst on College property.
12. All persons are expected to be polite and courteous to all persons on College property.
13. All persons, under no circumstances, are allowed to associate or socialise with the students of the College.
14. All persons are not permitted to be under the influence of or consume alcohol or illegal drugs/legal highs on College property.
15. All persons must be suitably dressed for the task or activity that they are contracted for; e.g., no bare chests, a top must be worn at all times.
16. Our aim is to create a culture in which everyone is treated fairly and with respect, promoting an environment free from harassment, bullying and unacceptable behavior. All persons will refrain from any actions that are unlawful, intimidating, bullying, discourteous, and offensive or deemed as harassment.

## **SAFETY ARRANGEMENTS**

These are the general arrangements for health, safety and wellbeing.

For a number of outside providers or contractors there will be a requirement for specific arrangements to be agreed, for example asbestos, confined spaces, underground or overhead services etc.

### **Risk Assessment, Method Statements and/or Safety Arrangements**

- All outside providers /contractors are asked that they follow their organisation's risk assessments, method statements and/or safety arrangements. If they do not do so they could be asked to leave College property.

### **Welfare arrangements**

- It is not acceptable for adults to use the student welfare facilities (toilets, showers etc.). Adult facilities are available on College property.
- Where necessary, specific arrangements will need to be agreed.

### **Fire Safety**

- As per the "Fire Action" notices - should a fire be seen, raise the alarm by the nearest call point, evacuate and dial 999 from a place of safety.

- Should the alarm sound, exit the building via the nearest fire exit and make your way to the assembly point/away from the building.
- Within each of the Boarding Houses there is a Fire Box. It is located near to the Fire Alarm Panel. This box provides contact numbers for College and information for the Fire Service.
- Where necessary ensure that all precautions have been taken to protect the fire alarm system. For example the covering of a detector or de-activating of a zone for a short period of time. However, this should only be done with the agreement of College.

### **First Aid**

- All persons should be aware of the arrangements for their company/organisation.
- If necessary, the Medical Centre or a trained member of College staff will provide first aid. Contact Porters Lodge for further information.

### **Accident/Incident**

- All persons should be aware of the arrangements for their company/organisation.
- Should an incident occur a copy of the outside providers/contractors completed form(s) should be provided to College.
- If an outside provider/contractor, for example a sole trader, does not have an accident book/form, complete College's on-line accident/incident form. The form should be completed by a member of College staff and the injured person.

### **Good housekeeping and protection of student, staff and visitors**

- Ensure that all materials equipment etc. are not left in a position which could cause harm; such as cables in the main walk way, rubbish not removed or left in a corridor etc.
- Where appropriate, areas of work should be isolated and barriers and signage erected. Signage should be clear in its direction/intent.

### **Security**

- Ensure that all items are left in a secure manner.
- Contact the Porters' Lodge should there be any concerns.
- Arrangements to work outside of College core hours must be agreed with the individual member of staff who arranged the contract.

### **Permit to work and/or specific issues**

- Agreement must be sought/agreed with the individual member of staff who is arranging the contract before work commences. Where necessary they will contact Health & Safety, Works or Estates for advice/agreement.
- Asbestos – College has specific arrangements in place; do not start work on the building until they have been completed.
- Electrical Works – all works must be agreed with Estates or Works (as per contract arrangements).
- Electrical equipment for construction/refreshment purposes should be 110 volt; if 240 volt is to be used it must be used RCD protected.
- Working at Height – agree specific arrangements before work commences.
- Ground Works – agree specific arrangements before work commences.
- Hot Works - agree specific arrangements before work commences.
- Confined Spaces – agree specific arrangements before work commences. See Confined Space Register.
- Boiler and Pressure Vessel - agree specific arrangements before work commences.
- All scaffolding must be left in a secure manner; all ladders/access equipment removed as appropriate. Unless agreed scaffolding should be enclosed with Heras Fencing or a similar product.
- The location of a skip should be agreed and enclosed with Heras Fencing.

## **SAFEGUARDING**

Information taken from College's safeguarding documentation.

### **How do I ensure that my behavior is always appropriate?**

As a College we are committed to safeguarding and meeting the needs of all pupils and our primary concern is the safety of the girls. In order to uphold our safeguarding responsibilities, appropriate protocols need to be in place in relation to visitors and volunteers to College

Appropriate relationships with children should be based on mutual trust and respect. Adults should:

- Avoid all inappropriate or secretive physical contact and must seek support and advice immediately if they become the subject of an infatuation on the part of a girl.
- Avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Avoid behavior which may be open to misinterpretation by others or which shows a lack of a mature appreciation of the relationship between you and the pupil. In particular, do not be over-familiar or casual in your face to face, email and text communication; use inappropriate humor, sarcasm or innuendo in ways which can be misconstrued; seek to relate to girls by adopting their mannerisms and language; talk about delicate matters in your own personal life; dress in a way which erodes your authority; socialise with individual girls out of school or do anything else which blurs the boundary between appropriate and inappropriate behavior and leaves you vulnerable to allegations of abuse.
- Avoid divulging your personal contact details.
- Conduct one-to-one meetings in a transparent way.
- Not reveal confidential information about a girl to a third party (this does not imply key College staff involved in a girl's education) or speak disparagingly about a girl to other girls.
- Avoid giving advice to a girl on a matter for which you are not qualified.
- Avoid any physical contact with the pupils.
- Exercise professional judgement and act reasonably.

Visitors to College should at all times follow the instructions of College staff, particularly in relation to the areas where they expect to work and facilities that are open to them.

### **PLEASE HELP US TO SAFEGUARD THE CHILDREN IN OUR CARE BY FOLLOWING THESE GUIDELINES.**

No one should suffer harm, either at home or at College. Everyone who works in College has a responsibility to make sure that all our girls are safe.

This advice has been given to you to make sure you understand what is expected of you. Please ask the person who gave it to you if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any anyone in our College, you must report this to the Designated Member of Staff in College – see below.

Designated Safeguarding Lead (DSL) - Richard Dodds  
Deputy Designated Safeguarding Lead (DDSL) - Caroline Ralph,  
Council Member with Safeguarding responsibility - Gerard Evans

Telephone College on +44(0)1242 520691