



External Contractors Policy

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Our Values

At Young Friends, any adult entering our environment is expected to uphold the same standards of safety, respect and professionalism as our own team. We work with trusted individuals only when their presence aligns with our values:

- **Sustainability** – Long-term partnerships that support our ethos and reduce disruption
- **Respect** – Contractors are aware that this is a calm, secure space for children
- **Authenticity** – Children's experiences are prioritised, not adult convenience
- **Supportive Leadership** – Clear communication and boundaries protect everyone
- **Community** – We only work with those who honour our children, staff and space

Policy Statement

This policy outlines how we manage and monitor any external contractors or professionals working in or around our setting, ensuring full safeguarding compliance and minimal disruption to the children's experience.

We treat every visitor as a potential risk until verified safe, and ensure they understand and follow our safeguarding expectations.

Definition of External Contractors

This includes, but is not limited to:

- Maintenance workers (e.g. plumbing, electrical, IT)
- Delivery personnel with site access
- External professionals (e.g. therapists, photographers, inspectors)
- Cleaners not employed directly by Young Friends
- One-off visitors working for or with the setting

Pre-Visit Checks

Before any external contractor is invited to work on-site:

- ☒ We confirm:
- Full name, role and company details
 - DBS clearance where required (for work in child-access areas)
 - The purpose of visit and estimated duration • Whether contact with children will be required
- ! We assess:
- The **risk level** of the visit
 - Whether they require direct or indirect supervision
 - Whether the work is appropriate during opening hours

Arrival and Sign-In

On arrival, all contractors must:

- Show ID and sign in at the office
 - Read and agree to our **visitor code of conduct**
 - Wear a visitor lanyard at all times
 - Be accompanied by a member of staff if not DBS-checked and unsupervised
 - Follow all instructions given by the manager or designated supervisor
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Safeguarding Expectations

- Visitors must never be left alone with children
- No mobile phones may be used around children
- Language, dress and conduct must be appropriate at all times
- Contractors are not permitted to engage in conversation with children beyond polite greetings
- Photos or videos are strictly prohibited unless arranged and consented by management

Any concerns about behaviour are reported to the Designated Safeguarding Lead (DSL) immediately and may result in removal from site.

Site Safety and Disruption We

aim to schedule works:

- Outside of nursery hours wherever possible
- Away from main childcare areas
- With minimal noise, dust, or unsafe materials

Children are informed of safe boundaries and supervised closely around any temporary changes. Risk assessments are updated in advance of scheduled work.

Confidentiality

External workers must not access, share or remove:

- Any child, staff or family information
- Images or documents
- Digital devices or folders

They are informed this is a data protection matter and a condition of entry.

Emergency Procedures

All visitors are:

- Informed of evacuation points
 - Included in fire drills if present
 - Logged in and out for accountability
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Monitoring and Review

- Any issues or incidents involving contractors are logged and followed up
 - Feedback is recorded and providers may be blacklisted if practice is inappropriate
 - This policy is reviewed annually and after any safeguarding concern
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Linked Policies

- Safeguarding and Child Protection
- Health and Safety
- Visitors Policy
- Risk Assessment Policy
- Data Protection and Confidentiality

Authorisation Signed:

 *Louise Lloyd-Evans*

Owner and Director

Young Friends Kindergarten

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