



Contractors Policy

Ratified by Chair of Govs:

Signed by 

Date 10/6/25

Purpose:

This policy outlines the procedures and expectations for all contractors engaged by MIAG (Meeting Individual Aspirations & Goals) . It aims to ensure the safety and wellbeing of learners, staff, visitors, and contractors, particularly within the context of MIAG's responsibility for safeguarding vulnerable young people.

Scope:

This policy applies to all individuals and companies engaged by MIAG to undertake work or provide services on site, including:

- ✚ Maintenance workers
 - ✚ Cleaning staff
 - ✚ ICT technicians
 - ✚ Building and construction personnel
 - ✚ Specialist consultants or education service providers
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Key Principles:

- ✚ The welfare of learners is paramount
 - ✚ Contractors must act safely, professionally, and respectfully
 - ✚ MIAG maintains a duty of care to ensure that all individuals on site are appropriately vetted and managed
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Safeguarding and DBS Requirements:

- ✚ Contractors who may come into contact with learners **must hold a current Enhanced DBS check**, verified by MIAG **prior** to work commencing
 - ✚ Contractors without DBS clearance must be supervised at all times by a member of MIAG staff when on site
 - ✚ All contractors must read and adhere to MIAG's **Safeguarding and Child Protection Policy**
 - ✚ Any concerns or disclosures involving learners must be reported immediately to the **Designated Safeguarding Lead (DSL)** or **Deputy DSL**
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Health and Safety:

- ✚ All contractors must comply with MIAG's **Health and Safety Policy** and current legislation
 - ✚ A **risk assessment and method statement (RAMS)** must be submitted in advance for any significant works
 - ✚ Contractors must report any hazards, incidents, or accidents to MIAG immediately
 - ✚ Personal protective equipment (PPE) must be worn where appropriate
 - ✚ Tools and equipment must be secured and never left unattended in learner-accessible areas
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Signing In and Identification:

- ✚ All contractors must report to reception on arrival and sign in using the **visitor system**
 - ✚ A **MIAG contractor badge or visitor ID** must be worn and visible at all times while on site
 - ✚ Contractors must sign out when leaving the premises
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Supervision and Conduct:

- ✚ Contractors must follow all reasonable instructions from MIAG staff
 - ✚ Disruptive or inappropriate behaviour will not be tolerated
 - ✚ Use of inappropriate language, smoking, or mobile phone use near learners is prohibited
 - ✚ Contractors are expected to dress appropriately and act professionally
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Working Hours and Site Access:

- ✚ Work must be carried out during agreed times only
 - ✚ Access will be limited to agreed areas
 - ✚ Contractors may be accompanied by MIAG staff if working in learner-accessible spaces during operational hours
 - ✚ Emergency access may be arranged as required and authorised by the Chief Operating Officer
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Confidentiality:

- ✚ Contractors must treat all learner and staff information as confidential
 - ✚ Any personal data accessed during their work must be protected in line with **MIAG's Data Protection Policy and GDPR**
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Breaches of Policy:

Any failure to comply with this policy may result in:

- ✚ Immediate removal from the premises
 - ✚ Termination of contract or agreement
 - ✚ Reporting to regulatory authorities or the police if appropriate
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Monitoring and Review:

This policy will be reviewed **annually** or in response to changes in legislation, operational procedures, or safeguarding requirements.