



# Elstree School

Including all of the Pre-Prep Department and Early  
Years Foundation Stage

## **Supervision of Ancillary and other staff**

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Person responsible for Policy: Bursar

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Elstree School is a Company Limited by Guarantee No 690450 (England)

Registered Charity No 309101

## 1. Purpose and application

The purpose of this policy is to fulfil the School's statutory responsibility to respect the rights of children and to safeguard and promote their welfare. All pupils have an absolute right to be educated in a safe and secure environment and to be protected from others who may wish to harm, degrade or abuse them.

The Policy applies to:

School Governors, Parents, Visitors, Staff of Contractors, All staff, Staff supplied by an agency/contractor Individuals who are engaged by parents but work on the School premises,	Individuals who provide services on the School premises albeit they may be employed by a third party or are 'self - employed', Consultants, Freelancers, Other individuals who may visit the School.
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## 2. Definitions

An authorised visitor is defined as:

- A person employed by the School;
- A person who is otherwise on the premises for a lawful purpose (eg delivering mail, collecting refuse),
- A person who is invited to attend an event, a class or a meeting on School premises providing that person is on the premises for that particular purpose and has signed in at Reception in accordance with the School procedures.

## 3. Policy

The School will ensure that all ancillary, contract and 'unchecked staff' are:

- Directly supervised by a member of the School staff when on School premises.
- Directly supervised, full time, by a member of staff employed by any external provider of services which:
- Has in place appropriate safeguarding and child protection policies and procedures
- Has instructed its staff on the Schools policies, procedures, instructions and guidance with regard to the provision of services and conduct on the School premises.
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## 4. Procedures

- Supplying of sufficient information to enable to an external provider of services to supervise their staff, full time, when on School premises as to School policies, procedures, instructions and guidance in relation to the provision of services and conduct on the School premises.
- Authorisation of visitors to access School premises.
- Identification and nomination of those responsible for supervising ancillary and contract staff when on School premises.

Related policies: Access to School Premises Policy