



## Contractor Management Policy

### Context

St Patrick's College is a Catholic day and boarding school for boys in the Edmund Rice tradition, established in 1893. St Patrick's College is committed to providing a caring, supportive, and safe environment where every student has a place, a voice and their story is known. Edmund Rice Education Australia is committed to providing safe and supportive environments where all children and young people entrusted to our care are affirmed in their dignity and worth as a person. This policy should be read in the context of the College Child Protection and Safety Policy.

### Background

Edmund Rice Education Australia (EREA), as St Patrick's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Patrick's College's particular school environment so that our policies reflect the needs of our students.

### Rationale

On occasion it may be necessary for the College to engage outside, independent contractors to perform specific tasks. These Contractors are not employees of the College and run their own businesses and invoice the College for the services they provide. Contractors may include, for example, maintenance and building personnel, consultants, photographers, tradesmen, and cleaners.

Contractors within any of these categories may be engaged in "child-connected" work within the meaning of Ministerial Order 870. Ministerial Order 870 defines "child-connected work" as work authorised by the College and performed by an adult in the College's environment while children are present or reasonably expected to be present.

St Patrick's College may also be jointly responsible for the health and safety of workers and students with other employers or other businesses. In this context, this includes St Patrick's College's employees, as well as contractors, consultants, labour hire or others who are performing work on College premises or engaged by the College. For example, where the employees of a contractor (the Contractor) are performing work for the College, both St Patrick's College and the Contractor have a duty to ensure the health and safety of all College personnel to the extent of the control each one has over the particular activities being undertaken.

The policy provides the framework for:

- The child safety protection for all contractors working at the College; and
- The procedures and guidelines to be followed by all staff and contractors when they enter and exit the College school grounds.
- Compliance with all laws, regulations, and standards, including the Working with Children Act 2005 and Occupational Health & Safety Act 2004 (Vic).



## Scope

This policy and procedures applies to staff engaging the services of third party Contractors for maintenance, repair works or service provision at the College.

This policy applies to all College activities during and outside of school hours. This includes College activities that are occurring on school campus, offsite, online, extracurricular, sport activities and programs, excursions, camps, interstate, and overseas travel.

## Definitions

Third Party Contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches, and College cleaners. This also includes extra-curricular teachers and instructors who are engaged by students and their families directly, rather than the College, but have an agreement with the College to use the College's facilities.

In this policy, Third Party Contractors are classified as either "Direct Contact Contractors" or "Indirect Contact Contractors". Where the term Third Party Contractor is used, it captures both "Direct Contact Contractors" and "Indirect Contact Contractors".

Direct Contact Contractors are third party contractors who have direct contact with students during the normal course of their work or contractors who may be in a position to establish a relationship of trust. This also includes any contractors that the College is legally required to screen.

The definition of "direct contact" included under Direct Contact Volunteers applies to Direct Contact Contractors.

Examples of Direct Contact Contractor activities may include tutors, sports coaches, and casual teachers.

Indirect Contact Contractors are third party contractors who are not Direct Contact Contractors.

Examples of Indirect Contact Contractor activities may include cleaners, tradesmen, fire consultants or lift contractors.

College Environment means any physical or virtual place made available or authorised for use by a child during or outside school hours, including:

- a campus of the College
- online College environments (including email and intranet systems)
- other locations provided by the College for a child's use (including, without limitation, locations used for College camps, sporting events, excursions, competitions, and other events).

The Worker Screening Act 2020 (Vic) defines "direct contact" as any contact between a person and a child that involves:

- physical contact.
- face to face contact.
- contact by post or other written communication.
- contact by telephone or other oral communication; or contact by email or other electronic communication



## Policy Statement

St Patrick's College is committed to providing a safe workplace for all workers, including independent contractors.

It is our policy that:

- Direct Contact Contractors prior to commencement undergo a Child Safety Screening interview, provide a valid Working With Children Check and photo identification, provide a police check (if applicable) and provide evidence of completion of the Department of Education and Training Mandatory Reporting eLearning Module and attend annual Child Safety Training.
- All Contractors execute agreements that specify mutual obligations with respect to Child Safety, Occupational Health and Safety and Workers Compensation insurance; and
- Tasks to be performed by the contractor be reviewed and the contractor be provided with any workplace safety information that relates to the specific tasks the contractor is likely to undertake.

At St Patrick's College, we have zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child-safe culture.

## Roles and Responsibilities – Contractors and Sub-Contractors

All contractors and sub-contractors engaged to perform work on St Patrick's College premises are required to comply with St Patrick's College Occupational Health & Safety Policy and Program, Child Protection and Safety Policy, Child Safety Code of Conduct and to observe directions on health and safety from St Patrick's College staff.

Direct Contact Volunteers must sign in on arrival to a College Campus and sign out on departure from a College Campus.

Failure to comply or observe a direction will be considered a breach of contract and sufficient grounds for termination of a contract.

All Third Party Contractors engaged by the College are responsible for contributing to the safety and protection of children in the College environment.

## Engagement of contractors

College procedures for the engagement of Contractors ensures vigorous screening and monitoring on Contractors in accordance with the Child Safe Standards. This includes gathering, verifying, and recording information about the Contractor and their personnel who will be performing child-connected work at the College.

Where a staff member would like to engage a contractor to assist with any services conducted online, onsite, or offsite staff must follow the processes as directed by the Business Office and the requirements of the Compliance and Risk Team. For any new contractor who has not previously engaged in any services for the College staff are required to obtain history of working with children or in a child connected environment and validation of licences, registrations, and insurances. Processes will include as follows:



## Compliance checks

Obtain the following for every contractor before they commence work:

- Working with Children Check
- Undertaking that workers have read and understood:
  - Child Protection and Safety Policy
  - Child Protection and Mandatory Reporting Policy
  - Child Safety Code of Conduct
- Where appropriate National Police Check
- Copies of licenses/registrations.
- Where appropriate, copies of safe work method statements, or undertaking that they have developed safe work methods or their equivalent and will be following them.
- Certificate of Currency for the following insurance:
  - Public Liability (minimum cover of \$10 million)
  - Worker Compensation Insurance
  - Professional Indemnity Insurance - In case of supplying advice (i.e. architects, engineers minimum \$5 million)

## Record Keeping

The College will maintain accurate contractor management records including:

- Details of Contractors and the services being provided
- Personal details on contractor personnel attending onsite including WWCC information
- Contractor's registrations and/or licences
- Incidents reports involving contractors

Records kept will be managed in accordance with the Privacy laws and the College Privacy Policy. Contracts for Services. Engagement documents for approved contractors will be stored as part of the Creditors record in the College Synergetic Database or in the finance department file library contracts file.

## SAM4Schools

SAM4Schools is a secure Risk and Compliance Management system for schools and providers of on-site goods or services (POGS). It maintains an up to date Compliance Register for Contractors. As far as is possible all appointed contractors will be added to the SAM4Schools system.

SAM4Schools Register includes the following information:

- company name
- individual contractor name
- services provided
- address
- telephone number
- email address
- contractor compliance status
- license details (for example, electrician license number)



- Public Liability Insurance expiry date
- Workers' Compensation Insurance expiry date (not required for sole traders)
- completion of Safe Work Method Statement (SWMS)

All authorised staff can view the list of pre-approved compliant contractors by logging into SAM4Schools.

SAM4Schools sends a notification to the Business Manager, Risk and Compliance Manager, Property Manager, Risk and Compliance Officer and Creditors Officer if any contractor's compliance requirements are approaching renewal or not compliant.

To be marked as compliant by SAM4Schools the register must have current records of WWCCs, currency certificates for public liability and work cover insurance as well as relevant licenses. The system sends regular reminders where updates are required.

The system also makes available to contractors and seeks acknowledgement of a variety of other OHS practices of the College inclusive of its COVID safe plan.

## **Induction**

Contract workers performing work onsite, are to be provided with a site induction prior to starting work. The induction must inform contractors of key contacts, site access areas, amenities, occupational health and safety management, emergency management, incident reporting and other information relevant to the specific services being conducted.

## **Working with Children Check requirement (WWCC)**

If the WWCC provided by a Contractor has expired, or if the number doesn't match the name, an alert will pop up on College systems and prompt review. If unable to provide a valid WWCC, the contractor will be advised that they are not permitted onsite or if already onsite be asked to leave the premises. This will be actioned by the Administration Officer and any issues that may arise will be escalated to the Principal in the implementation of this policy.

## **Sign in/Sign out**

Contractors will be required to sign in when arriving at the College to commence their services. Sign in can be completed at the College reception desk or at the Property Manager's office via our iPad Passtab system. The sign in system at each reception desk requires a WWCC number to be entered, the purpose for their visit, and a photo ID will be taken and captured on the software. The sign-in system will also ask the Contractor personnel to read, acknowledge, and sign off on our child safety code of conduct and our emergency management procedures. It will only ask for this to occur on their first sign in and then annually or if any changes are made, it will keep a record of details including your WWCC if they are a repeat service provider to our College. Each year or earlier if their WWCC expires or our policy changes, they will be asked to provide these details and acknowledgements again.

The Contractor will then be assigned a 'Visitor's badge / sticker which is to be worn at all times while on the school premise. Similarly, contractors will be required to report to the administration office at the end of their visit to sign out.

St Patrick's College reserves the right and has the authority to prohibit any potential contractor from



entering or remaining within the College grounds and has the authority to invite or exclude people from using or being within the College boundaries outside operating hours.

### **Child Safety Code of Conduct**

College Advisory Board members, staff, direct contact contractors and direct contact volunteers must adhere to the EREA Child Safe Code of Conduct and the St Patrick's College Child Safety Code of Conduct. The College requires all College Advisory Board Members, staff, direct contact contractors and direct contact volunteers to sign the College Code of Conduct on an annual basis as an indication of their ongoing understanding of acceptable and unacceptable behaviours, and their commitment to the College's culture of child safety.

### **Mandatory Reporting Training**

All staff, College Advisory Board Members and, where the College deems it appropriate, \*direct contact volunteers and direct contact contractors, and all Mandatory Reporters, are required to complete the 'Victorian Education Department Mandatory Reporting and Other Obligations eLearning Module' ('the eLearning Module') when they first commence their role at the College as part of the induction process, and annually thereafter, to ensure ongoing understanding of their obligations.

\*Direct contact volunteers and direct contact contractors required by the College to undertake the eLearning Module on an annual basis include sessional music staff, outdoor education specialists and direct contact volunteers such as parent classroom helpers.

### **Child Protection Training Record Keeping**

The College maintains a Child Safety Screening/Training Register to record the completion of child safety screening and training. This Register is overseen by the Deputy Principal (Senior Child Safety Officer) and Compliance Manager and is maintained by the Education Support Officer Administration/Compliance.

### **References**

- Child Protection and Safety Policy
- Procedures for Identifying and Responding to Abuse
- Staff Recruitment Procedures
- Obligations to Report and Protect Policy
- Child Safety Code of Conduct
- Child Protection Program
- Working With Children Checks Policy
- Occupational Health & Safety Policy
- Occupational Health & Safety Program
- Reportable Conduct Scheme Policy
- Child Protection Training Policy
- Staff and Student Professional Boundaries Policy
- Ministerial Order No. 870 – Child Safe Standards



## Status of Policy

This policy has been endorsed by the College Advisory Board on [date].

This policy is due to be updated in 12 months from the date endorsed by the College Advisory Board unless required earlier.

Next planned review [date].