



# Contractor Management Policy

Context

St Patrick's College a Catholic day and boarding



x Compliance with all laws, regulations, and standards, including the Working with Children Act



### Regular Contractor

Regular Contractors are individuals who provide contractor services to the College more than seven times in any one year and are not Direct Contact Contractors. They may have some indirect or limited contact with students when providing their services.

Examples of Regular Contractors may include:

- x consultants
- x umpires, referees, or linesmen at sporting events
- x maintenance workers who regularly work at times when students are not expected to be present
- x regular caterers for Staff events.

Due to the regular nature of Regular Contractors' attendance at the College or College events, even though their contact with students may be indirect or limited, they will have some Child Safe responsibilities and obligations within our Child Protection Program.

### Casual Contractor

Casual Contractors are individuals who provide contractor services to College, seven times or less in any one year, during which they may have indirect or limited contact with students, but only in circumstances where they:

- x are not left alone, one-on-one, with a student
- x

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

- x a campus of the College
- x online College environments (including email and intranet systems)
- x other locations provided by the College for a child's use (including, without limitation,



## Roles and Responsibilities Contractors and SubContractors

All contractors and subcontractors 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 the College and sign out on departure from the College.

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

All ThirdParty 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 Manager and/or Director of Risk and Compliance (15308-r-r-1-r-48-st-43-E-141C-h-29-e-16-022)134(e)-a-0

## Compliance checks

Obtain the following for every contractor before they commence work:

- x Working with Children Check

Undertaking that workers have read and understood:

- x Child Protection and Safety Policy
- x Child Protection and Mandatory Reporting Policy
- x Child Safety Code of Conduct
- x Where appropriate National Police Check
- x Copies of licenses/registrations
- x Where appropriate, copies of safe work method statements, or undertaking that they have developed safe work methods and will be following them.

Certificate of Currency for the following insurance:

- x Public Liability (minimum cover of \$10 million);
- x Worker Compensation Insurance
- x Professional Indemnity Insurance - In case of supplying advice (i.e., architects, engineers minimum \$5 million).

## Contract for Service

The college requires all contractors to complete a Contract for Service which specifies the mutual obligations and a written undertaking requiring the contractor to comply with Child Safety and OHS requirements

Pro forma documents that may be used when engaging a contractor that will assist in the preparation of final contracts.

## Agreed Services to be Provided

Determine whether the College has the potential to control the work being undertaken including location, timing, type of work or method used.

Ensure the contractor has necessary training or accreditation to safely conduct the work (PassTab)

## Record Keeping

The College will maintain accurate contractor management records including:

- x Details of Contractors and the services being provided
- x Personal detail on contractor personnel attending on site including WWCC information;
- x Contractor's registrations and/or licences
- x Incidents reports involving contractors
- x Keep records of referee checks
- x Maintain a Contractor register including company name, services provided, contractor name, address, phone, email, insurance expiry, licensing details, SWMS provided, compliance status and production details (as applicable) - C [(c)3.911( s)-g 0 Td ( )8mo7



All authorised staff can view the list of pre-approved compliant contractors by logging into PassTab. PassTab sends a notification to the Business Manager, Director of Risk and Compliance or Property Manager if any contractor's compliance requirements are approaching renewal or not compliant. To be marked as compliant by PassTab, 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.

#### Safe Work Method Statements (SWMS)

St Patrick's College's Key Contact engaging the Contractor is to ensure that a contractor supplies a *Safe Work Method Statements (SWMS)* or equivalent template, prior to the commencement of works, based on the level of risk or as mandated by the principal for the following high risk work:

- x confined space entry
- x demolition works
- x hazardous manual handling
- x hot works (e.g., welding)
- x powered mobile plant (e.g., forklift)
- x removal or disturbance of asbestos ;



## Supervision of Contractors

St Patrick's College Property Manager is responsible and has a general supervisory power over general work undertaken by a contractor.

St Patrick's College Property Manager or delegate will ensure they inspect the area where the



## Working with Children Check requirement (WWCC)



\*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 help

All members of the College Advisory Council are expected to attend an annual induction training session conducted by the Director of Risk and Compliance. This training will take place in term one each year.

#### 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 Director of Risk and Compliance and is maintained by the Education Support Officer Administration officers.

#### POLICY COMPLIANCE MONITORING

##### Policy Breach and Incident Reporting

A breach of this policy or procedure may lead to disciplin (r)-2.8 ( 10 t.6)-0.8 (c)63.2 (y)-2.9 (e)-7.5 ( l)-3.3 (d)-

- x Education and Training Reform Act 2006 (Vic)
- x Child Wellbeing and Safety Act 2005 (Vic)
- x Victorian Occupational Health and Safety (OHS) Act 2004
- x Victorian OHS Regulations 2017

#### Status of Policy

This policy has been downloaded from CompliSpace, is endorsed **REVIEW** and is reviewed annually.

Policyowner	St Patricks College- Ballarat
Approvingauthority	Principal
Approvaldate	June 2022
Risk rating	HIGH
Dateof next review	June 2024
Publication details	School website

POLICY DATABASE INFORMATION	
Assigned TERA Board Framework	Child Safety
Related policies	<b>Volunteer Recruitment Policy</b>
Superseded documents	<a href="#">Replaces previous policy for MO870</a>