**Appendix F**

 **Safeguarding clauses to be included in Council Contracts or Service Level
 Agreements where access to Council-owned property is required**

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| 1. The Contractor agrees to comply with Fareham Borough [Council’s Safeguarding Policy](http://www.fareham.gov.uk/PDF/about_the_council/safeguardingpolicy.pdf) (Children & Vulnerable Adults); Procedures and Guidelines and hereby referred to as the Policy. In doing so, the Contractor will ensure that all its employees, servants, sub-contractors and/or agents, whether paid or voluntary, are familiar with the Policy and will operate according to the same and incorporate its requirements into existing work practices. The Contractor acknowledges that the Council may require any of the Contractor’s employees, servants, sub-contractors and/or agents providing services to the Council to provide written confirmation (signed declaration) of agreement to the Policy.
2. Prior to commencement of the works, the contractor shall provide written evidence of confirmation that it understands the statutory obligations placed upon the contractor and its workforce in relation to the Council's Safeguarding Policy.
3. Prior to commencement of the works, the Contractor must supply a complete list of the names of all its employees, subcontractors and/or agents, whether paid or voluntary, who will visit the site for the duration of the contract period. If the contract is on-going, the Contractor will provide the Council with an updated list on a quarterly basis.
4. The Contractor will not permit any of its employees, subcontractors and/or agents, whether paid or voluntary, to be dispatched to work inside a council building unless the contractor is satisfied that the person has been appropriately 'vetted' and considered 'appropriate' to work with children or adults who could be considered to be vulnerable.
5. The Contractor should ensure ‘vetting’ includes checks on identity, appropriate references, consideration of employment history and any gaps during interview and that applicants are asked to declare unspent criminal convictions in line with the Rehabilitation of Offenders Act.
6. Prior to commencement of the works, the Contractor will ensure that all those of its employees, subcontractors and/or agents, whether paid or voluntary, who may be required to enter a property attend a "Safeguarding Awareness" training session to be provided through the Council.
7. The Contractor will ensure that, without exception, no employees, subcontractors and/or agents, whether paid or voluntary, will work within an occupied property where there are children under the age of 18 without an adult who is responsible for those children being present.
8. Further, the Contractor agrees to ensure that in any instance where any suspicions or concerns of abuse, neglect, welfare or child protection matters arise, all its employees servants sub-contractors and/or agents, whether paid or voluntary will follow the guidance set out in the Policy and will contact the appropriate Council Officers as set out in the policy, as quickly as possible.
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Signature…………………………………………………… Date………………………………………………..

Position…………………………………………………….