Contractor, Vendor, and Maintenance Visitor Policy

Suggested rules for adults who are not staff, such as repair workers, cleaners, vendors, and delivery drivers, while students are present.

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Academy name: _____

Academy address: _____

Effective date: _____

Last reviewed: _____

Purpose

Contractors, cleaners, vendors, and delivery workers may be at the academy while students are present. They are not screened like staff. This policy limits their contact with students and keeps every adult on site accounted for.

Scheduling

- Schedule repairs, cleaning, and maintenance outside class hours whenever possible.
- When work must happen during classes, keep it away from training areas, locker rooms, and restrooms in use.

On Site

- Every contractor or vendor signs in and out and wears a visitor badge or is otherwise identified.
- A staff member is assigned to know where they are and check on them while students are present.
- They do not enter locker rooms, changing areas, or restrooms while students may be using them.
- They do not have one-on-one contact with students, take photos or video of students, or give students gifts or rides.
- Regular contractors who work during class hours may be asked to complete a background check, depending on your local rules and your attorney's advice.

Concerns

Staff and families should report any concerning behavior by a visitor to [designated safety contact] right away. The academy may ask any visitor to leave.

Contractor and Vendor Log

Date	Name and company	Purpose	Time in / out	Staff contact

Date	Name and company	Purpose	Time in / out	Staff contact

Signatures

Owner or director name: _____

Signature: _____

Date: _____

Notice

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