



'Doing our best to achieve our best'

Clarendon Primary School and Nursery

CONTRACTORS CODE OF CONDUCT

1. Work safely and responsibly and be aware of your responsibility for your own actions and behaviour.
Avoid any conduct, which would lead any reasonable person to question your motivation and intentions.
2. Please be aware that it is the responsibility of all adults to safeguard and promote the welfare of children and young people.
3. Avoid contact with children. **Never** share personal contact details with children or young people, including sharing details of your social media profiles.
4. Work and be seen to work in an open and transparent way.
5. **Never be in contact with children without the school's supervision.**
6. Stay within the agreed work area and access routes.
7. Obtain permission if you need to go outside the agreed work area or access routes.
8. Keep staff informed of where you are and what you are doing.
9. Do not use offensive or explicit language.
10. Dress appropriately i.e. dress in a way that:
 - Is not likely to be viewed as offensive, revealing or sexually provocative.
 - Does not distract, cause embarrassment or give rise to misunderstanding.
 - Is absent of any political or otherwise contentious slogans.
 - Is not considered to be discriminatory and is culturally sensitive.
11. Observe this code at all times.
12. Remember your actions, no matter how well intentioned, could be misinterpreted.
Be mindful of the need to avoid placing yourself in vulnerable situations.
13. Ensure you have a risk assessment in place for managing tools and equipment, as appropriate.
14. Adhere to the school's no smoking policy and ensure you do not attend the school under the influence of drugs or alcohol.
15. Inform the Headteacher/school business manager if photographs or digital images of the premises are required and notify them of the proposed use. All such images must be made available to the Headteacher/ school business manager for scrutiny prior to any use.



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WHAT CONTRACTORS NEED TO DO

When on site all contractors **MUST**:

1. Comply with the 'contractors code of conduct'.
2. Request to see the Asbestos Register, if needed.
3. Sign in and out via the school office.
4. Wear their company ID and school's visitors badge / sticker at all times.
5. If they do not have a valid DBS certificate, stay with the supervising member of staff they are allocated to at all times (i.e. supervised working in school).
6. Ensure working areas are safely segregated from the children to ensure their safety and the safety of other site users at all times (i.e. health and safety and safeguarding).
7. Liaise with the school office / school business manager or person supervising their work if there are any questions to ask or issues to raise.
8. For longer or complex projects, meet with the headteacher and/or school business manager in advance to agree working practices.
9. Immediately report any concerns to the school office / member of staff supervising them as soon as they arise.
10. Immediately report any concerns of a safeguarding nature to the school's DSL or DDSL. (Details of this person can be obtained from the school office.)

