

## Bush Hill Park Primary School

# **CODE OF CONDUCT FOR CONTRACTORS**

It is **the responsibility of all adults** to safeguard and promote the welfare of children and young people. As part of this responsibility **you must:**

1. **Observe this Code of Conduct at all times**
2. **Observe any instructions given to you by the school** for signing in and out of the premises.
3. **Avoid contact with the children** attending this school; **never** give your personal contact details to a child
4. **Never be in contact with a child or children without supervision** from a member of the school's staff; if a child approaches you, seek the assistance of a member of staff immediately
5. **Stay within your agreed work area** and access routes
6. **Obtain permission from a member of the school's staff** if you need to leave the work area or access routes
7. If you have permission to leave the work area or access routes **you will normally be accompanied or supervised by a member of staff**; in any event you must keep school staff informed of where you are and what you are doing
8. **Do not use foul or inappropriate language**
9. **Dress appropriately at all times, i.e.**
  - you must always wear a shirt or top
  - all visible clothing must be free of offensive, provocative or contentious slogans
10. **Ensure that you can always be identified as a contractor by members of the school's staff and others. At all times:**
  - Wear Company-branded work clothing issued to you
  - Carry your Company ID with you

**Remember – However well-intentioned, your actions could be misinterpreted. Be aware of the need to avoid placing yourself in vulnerable situations.**