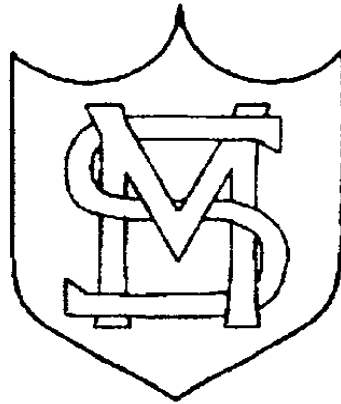


St. Mary's Catholic Primary School

CODE OF CONDUCT FOR CONTRACTORS WORKING IN SCHOOL

September 2023



Mission Statement

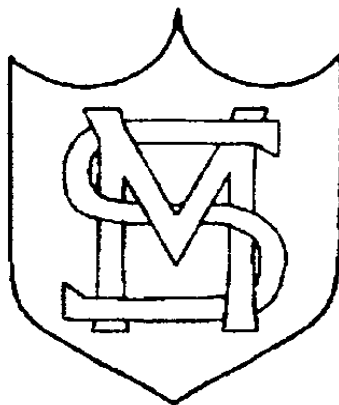
St. Mary's school community follows the teachings of Jesus Christ, working together to develop the whole child, in a spiritual, moral, academic, physical, social and emotional way, within a caring and supportive environment.

Notes for School Staff

As part of the school's commitment to the safeguarding and welfare of children and young people, we use a Code of Conduct as a framework for informing all contractors (whether checked or not, and whether there is any opportunity for contact with pupils or not) of safeguarding rules and expected standards of behaviour.

To ensure that our Code is effective we will ensure it is:

- Issued to contractors when quotations or tenders are invited
- Stated that adherence to the Code is a condition of any order for works or a contract, regardless of how or by whom the contractor is appointed; also that failure of workers to observe the Code will entitle the school to exclude a member of the contractors' staff from the premises
- Highlighted and discussed in any meetings with the contractor prior to work commencing on site
- Referred to in any relevant briefings that take place with contractors and workers
- Issued to all contractors and workers on their first day and before any work has commenced
- Displayed in the area where the work is taking place (as a reminder to all those working there)
- Shared with staff so that all school staff are aware of the safeguarding rules and the conduct expected of contractors



St. Mary's Catholic 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

Please also read the School's Protocol for Visitors to the School.

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

St. Mary's Catholic Primary School



PROTOCOL FOR VISITORS TO THE SCHOOL

We welcome all visitors to the school. You are asked to read and abide by the following protocol at all times during your visit. This is protect both you and the children and to ensure that your visit to the school runs as smoothly as possible. We ask that you:

- Pre-arrange your visit to the school, wherever possible
- Report to reception on arrival and do not enter the school via any other entrance
- Follow any parking instructions you may be given, then ensure that your vehicle is locked, and that it is kept locked, at all times while not in use. If you need to use or move the vehicle during your visit, drive with extra caution while on the premises
- Once at the main Reception, explain the purpose of your visit and state who you have come to see. You will be asked to produce formal photographic (wherever possible) identification. If you are from an Enfield school you should show your school ID Badge
- You will be asked to sign the visitors' record book or equivalent, such as an electronic recording system which may include a photograph being taken of you
- A visitors' badge will be issued to you and you should ensure that you wear it, displayed prominently, at all times
- You will be asked to wait in the reception area until you are met by an appropriate member of staff to be escorted to your destination
- Unless it is a legitimate part of your visit to the school, if you find yourself alone with pupils/children, you should report to a member of staff or reception
- Do not wander around the school unnecessarily and always follow instructions for moving from one area to another should you need to do so
- Ensure that your mobile phone is kept on your person at all times and switch it to silent whenever possible, and particularly if in the presence of children; you are also asked to ensure that neither your phone nor any other equipment you may have with you can be accessed by pupils
- Always use appropriate language and behaviour with children and adults
- Do not smoke on the school premises or anywhere when with children
- Ensure that you read and/or follow any other protocols or policies that may be given to you, or drawn to your attention, by the school, for example in relation to child protection/safeguarding and health and safety
- Ensure that you are aware who you should refer to within the school if you have any concerns
- On departing the school, you will be asked to leave via reception, sign out of the building, return your visitor badge and be seen to leave the premises.

THANK YOU

Love, Listen and Learn