

CODE OF CONDUCT FOR CONTRACTORS

- Please sign in and out of our building
- Work safely and responsibly and be aware of responsibility for your own actions and behaviour. It is the responsibility of all adults to safeguard and promote the welfare of children and young people.
- Avoid contact with children. **Never** give your personal contact details to children or young people.
- Never be in contact with children without school supervision.
- Stay within the agreed work area and access routes, obtain permission if you need to go outside these areas.
- Keep staff informed of where you are and what you are doing.
- Do not use profane or inappropriate language.
- Dress appropriately.
- Remember your actions, no matter how well intentioned, could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.
- Smoking, consuming alcohol or any legal substance is prohibited at all times
- If you hear the fire alarm sound, report to the fire assembly point closest to where you are in the building so that you can be accounted for.
- Do not take/use images of pupils/students unless approved to
- Do not leave equipment unattended
- Do not use mobile phones in the presence of pupils
- Any safeguarding or child protection concerns or disclosures must be reported immediately to the Headteacher (David Sandford) or Mrs Leadbeter who are the named people for child protection/safeguarding in our school.