



The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

Contractors' Code of Conduct Keeping Children Safe in Education

It is the responsibility of all adults to safeguard and promote the welfare of children and young people. This code of conduct must be used to inform all contractors (both vetted and non-vetted) what might be considered inappropriate behaviour.

It will enable any inappropriate behaviour to be recognised and challenged by all concerned.

Contractor's Code of Conduct:

Work safely and responsibly and be aware of responsibility for their own actions and behaviour. Avoid any contact which would lead any reasonable person to question their motivation and intentions.

Work and be seen to work in an open and transparent way.

Avoid contact with children. Never give your personal contact details to children or young people.

Never be in contact with children without academy staff supervision.

Stay within the agreed work area and access routes. Obtain permission if you need to go outside the agreed work area or access routes.

Keep staff informed of where you are and what you are doing.

Do not use profane or inappropriate language.

Dress appropriately i.e. dress in a way that:

- Is unlikely 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.

Photographic devices must only be used within the academy in the course of your work and must not include any images of pupils or their work. Consent must be obtained from the Academy/Trust prior to using any images for marketing purposes.

Please observe the code at all times.

Remember your actions, no matter how well intentioned could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.

Any order for works or building contracts must be let with a clear condition that failure to observe this code will entitle the Trust or Academy to exclude a member of the contractors' staff from any of their premises.

To ensure the effectiveness of any code it shall either be:

- a) Issued to contractors when quotations or tenders are invited.
- b) Stated as a condition on any order for works or building contract no matter how or by whom the contractor is appointed.
- c) Issued to all contractors direct by the Trust or academy when they first attend and before any work has commenced.

Additionally, where appropriate, the code must be:

- d) Highlighted and discussed in any pre- start meetings for all building contracts.
- e) Posted on the building site.
- f) Posted on the academy's staff notice board.
- g) Included as part of any contractors site safety briefings.
- h) Issued to contractors.

Identification

To ensure that as far as possible only bona fide personnel are afforded access, a suitable means of identification shall be provided by all contractors and be agreed and produced for checking by the academy in advance of any works taking place. If a contractor fails to produce such ID they shall be refused entry to the site.

The means by which any contractors' staff are to be identified will be determined in each case to suit the location and nature of the work being undertaken. In the case of academy issued ID badges or contractors own photo ID, these shall be worn and be visible at all times when the contractor is on the site.

I the undersigned, understand and accept the Contractors' Code of Conduct prior to commencing work on site.

<p>On Behalf of the Contractor Contractor: Name: Signed:</p>	<p>Date:</p>
<p>On Behalf of the Trust or Academy As applicable, dependant on the terms of engagement of the contractor either by the Trust or the Academy). Name: Signed: Job Title:</p>	<p>Date:</p>