



CONTRACTORS WORKING OR PROVIDING SERVICES ON A SENDAT SITE CODE OF CONDUCT

- a) Wear photo id and/or a Visitors pass at all times while working on or visiting a SENDAT site.
- b) Work safely and responsibly and be aware of responsibility for own actions and behaviour. Avoid any conduct which would lead any reasonable person to question your motivation and intentions.
- c) Read the site Safeguarding information leaflet (available at Reception). It is the responsibility of all adults on any SENDAT site and premises to safeguard and promote the welfare of children and young people.
- d) Avoid contact with children wherever possible when working on a SENDAT site. **Never** give your personal contact details to children or young people, including mobile telephone number.
- e) Work and be seen to work, in an open and transparent way.
- f) Never be in contact with children without school supervision.
- g) Stay within the agreed work area and access routes.
- h) Obtain permission if you need to go outside the agreed work area or access routes.
- i) Keep staff informed of where you are and what you are doing.
- j) Do not use profane or inappropriate language.
- k) Do not smoke (including e-cigarettes), or consume alcohol or other drugs while on a SENDAT site or in its immediate proximity.
- l) 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
- m) Do not use mobile phones or any other devices capable of taking photographs while in the presence of children or young people.
- n) Remember your actions no matter how well intentioned could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.