























## Appendix 3

### Contractors in educational settings

#### Code of conduct

#### 'Blue Card'

#### Contractors in educational settings Code of conduct

1. 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 their motivation and intentions.
2. It is the responsibility of all adults to safeguard and promote the welfare of children and young people.
3. Avoid contact with children. **Never** share personal contact details with children or young people, including sharing details of your social media profiles.
4. Work and be seen to work, in an open and transparent way.
5. **Never be in contact with children without the educational settings supervision**
6. Stay within the agreed work area and access routes
7. Obtain permission if you need to go outside the agreed work area or access routes.
8. Keep staff informed of where you are and what you are doing
9. Do not use offensive or explicit language
10. Dress appropriately i.e. dress in a way such that:
  - It is not likely 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
11. Observe the code at all times
12. Remember your actions no matter how well intentioned could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.
13. Ensure you have a risk assessment in place for managing tools and equipment as appropriate.
14. Adhere to the settings no smoking policy and ensure you do not attend the setting under the influence of drugs or alcohol.
15. Inform the Headteacher if photographs or digital images of the premises are required and notify them of the proposed use. All such images must be made available to the Headteacher for scrutiny prior to any use.

## APPENDIX 4

### Checks on Contractors working in Educational Settings in Surrey

Contact with children	Recommended measures	Headteacher /designated person responsibilities
<p><b>Nil</b> [e.g. works undertaken on a separate site, during out of hours or in holiday periods]</p>	<ul style="list-style-type: none"> <li>contractors' staff to comply with code of conduct</li> <li>contractors' staff to sign in and out of premises</li> <li>contractors' staff to wear Company ID at all times</li> <li><u>no</u> DBS required</li> </ul>	<ul style="list-style-type: none"> <li>undertakes a risk assessment</li> <li>requires contractor to adopt code of conduct</li> <li>requires to contractor sign in and out of premises</li> <li>requires contractor to wear ID on site</li> </ul>
<p><b>Minimal</b> [where contractors' staff are segregated from children and any contact that does occur is supervised e.g. new build and major repair projects]</p>	<ul style="list-style-type: none"> <li>segregate</li> <li>supervise any contact</li> <li>contractors' staff to comply with code of conduct</li> <li>contractors' staff to sign in and out of premises</li> <li>contractors' staff to wear Company ID at all times</li> <li><u>no</u> DBS required (may be necessary for some individuals in particular area's)</li> </ul>	<ul style="list-style-type: none"> <li>undertakes a risk assessment</li> <li>agrees arrangements with LA if LA contractors to be used</li> <li>ensures segregation arrangements in place</li> <li>ensures arrangements for any contact to be supervised</li> <li>requires contractor to adopt code of conduct</li> <li>requires contractor to sign in and out of premises</li> <li>requires contractor to wear ID on site</li> <li>reviews and amends arrangements to accommodate any change</li> </ul>

Contact with children	Recommended measures	Headteacher /designated person responsibilities
<p><b>Regular</b> [e.g., where contractors' staff are segregated from children but there is likely to be regular supervised contact, e.g. foremen liaising with setting on new build or major repair projects, service engineers making routine maintenance visits]</p>	<ul style="list-style-type: none"> <li>• segregate</li> <li>• supervise any contact</li> <li>• contractors' staff to comply with code of conduct</li> <li>• contractors' staff to sign in and out of premises</li> <li>• contractors' staff to wear Company ID at all times</li> <li>• consider DBS (undertake a risk assessment)</li> </ul>	<ul style="list-style-type: none"> <li>• undertakes a risk assessment</li> <li>• agrees arrangements with LA if LA contractors to be used</li> <li>• ensures segregation arrangements in place</li> <li>• ensures arrangements for any contact to be supervised</li> <li>• requires contractor to adopt code of conduct</li> <li>• requires contractor to sign in and out of premises</li> <li>• requires contractor to wear ID on site</li> <li>• ensures any required DBS checks completed before works start</li> <li>• reviews and amends arrangements to accommodate any change</li> </ul>