



Instructions for Contractors Working in School

Thank you for undertaking work to improve Leftwich Primary School. Working in a school with young children provides some challenges that you may not be used to dealing with. These instructions aim to keep you, school staff and children safe while work is being undertaken. Please retain a copy and ensure everyone in your team is familiar with them.

Arriving and Facilities

Please enter through the main entrance at the front of the school.

Sign in when you arrive and sign out when leaving.

The building and school grounds are strictly non-smoking.

Health and Safety

Do not leave any ladders or other equipment which children may climb on unattended.

No tools including electric tools should be left unattended.

Your own electrical goods should have been tested annually for safety to be used on school premises.

If using wagons or moving materials across the playground:

The playground must be free from traffic between 8.30 – 9.00, 10.30-11.00, 2.15-2.30 and 2.55-3.30. These are times when children and their parents or carers are on the playground.

From 3pm-6pm there is an after school care club at Small World Nursery, please ensure that staff know you are working on site and if you need to bring traffic across the playground, ensure they have taken children in.

If you have an accident please come to the main office, we will arrange for a qualified First-Aider to attend to you.

If your accident requires that you leave work early, see a doctor or have any subsequent time off work you must complete an accident report form. You will be given a copy for yourself and your employer and we will retain a copy in school.

P.T.O.

Code of Conduct for Contractors working on Site when Children are in School

Aims of the Code of Conduct

- 1 To safeguard and protect all the children in our care from harm or abuse
- 2 To enable all adults to be effective and positive role models for children
- 3 To ensure that there is clarity of expectations for the conduct of all adults when working or volunteering in school
- 4 To protect contractors on site from allegations or misinterpretation of their action

Rationale

Children do not make distinctions between adults working in school. Therefore all adults must be equally effective and positive role models for children. By supporting a culture of whistle-blowing we are able to keep children in our care safe from harm and support all colleagues in their professional duties. While some inappropriate behaviour from adults can be deliberate and predatory [for example child sexual abuse and grooming children], **most is the result of stress and/or a lack of self control** [inappropriate sanctioning of children, including inappropriate conversation].

Code of Conduct

Adults with children

- Treat children equally and with respect. Respect gains respect.
- Always speak to children appropriately and with self control.
- You must not be alone with children.
- Avoid any physical contact with the children.
- Never meet or arrange to meet a child out of school.
- Contractors should not discipline children under any circumstances. Report any issues of poor behaviour to a member of the teaching staff. They will support you and ensure that the issue is dealt with effectively.
- While adults aim to have warm and friendly relationships with children the relationship is not one of equals. There is a clear difference in power. Therefore being 'their friend' is not appropriate as their friendship is not one of equals. This does not mean we are not friendly adults, indeed all adults should be friendly towards the children in school. Avoid personal conversations with children.
- Children do not distinguish between adults and may be overly-familiar. We expect children to show you the same respect as any other adult in school and over familiarity and 'cheek' should be discouraged and if it then persists reported to a member of staff.

Instructions for Contractors Working in School

I have read and understand the instructions and code of conduct for contractors working in school. I will ensure that all staff working on site are familiar with and follow these instructions.

Name	On behalf of (contractor)	Date	Signature