

## Safeguarding Policy and Code of Conduct

### Purpose

To provide clear guidance to promote the safeguarding and welfare of children, young people and vulnerable persons.

To employ measures that are proportionate to the risk, are specific to the circumstance that exists and are deliverable in practice.

### Where it applies

All work awarded under the Connectivity for Educational Establishments Framework NCCT42437; in particular sites where children, young people and vulnerable persons are or could be present.

### Who it applies to

All persons working directly and indirectly on or for the project.

### Policy

- Works shall be arranged so that contact between the contractors' staff (including subcontractors) and children/young people/vulnerable persons/members of the public will be avoided so far as is practicable.
- The work area must be cordoned off where possible to prevent children/young people/vulnerable persons/members of the public entering the work area. The contractors' staff will be instructed to stay within the confines of the work area wherever possible.
- If contact with children/young people/vulnerable persons/members of the public cannot be avoided then:
  - this must be agreed in advance with the construction site manager and the e.g. site owner;
  - the contractors' staff (including subcontractors) must be supervised and accompanied at all times by a member of staff (contractors' or site owner's).
- No member of staff will be alone with children/young people/vulnerable persons/members of the public.
- DBS checks are expected of all contractor's personnel who will be spending a significant time on site and in particular site manager. Sub-contractors and those not spending significant periods of time on site are not required to be DBS checked, however they are expected to follow the code of conduct and policy.

All visitors to site will need to comply with the site owner's Child Protection or Adult Safeguarding policies (where appropriate) and procedures and the site owner will need to ensure this information is advised and made available to contractors and visitors alike. If there are any conflicts between policies the site owner's policy takes precedence.

Construction works on all sites must be undertaken in compliance with current Health and Safety and safeguarding legislation.

### Code of Conduct

The intention is for staff from both the contracting organisation and the contractor to understand what is considered to be the minimum expectations of acceptable behaviour to be observed at all times. If this is understood then either party can report any contact or activity that falls outside its scope to the contracting organisation for appropriate steps to be taken.

All visitors to site will need to comply with the site owner's Child Protection or Adult Safeguarding policies (as appropriate) and procedures and the site owner will need to ensure this information is advised and made available to contractors and consultants alike.

This Code of Conduct should be displayed on site and shared with all subcontractors.

Code of Conduct

- **Site:**
  - Ensure the site boundary is clearly defined
  - Stay within the confines of the agreed site or work area
  - Obtain consent if access is required outside the site or work area
  - Use only the agreed access routes
  - Obtain consent if alternative access routes are required
  
- **Children/young people/vulnerable persons/members of the public:**
  - Avoid contact with children/young people/vulnerable persons/members of the public
  - Never be in contact with children/young people/vulnerable persons/members of the public without the contracting organisation's supervision
  - If you are spoken to by a child/young person/vulnerable person/member of the public:
    - be polite but do not engage in lengthy conversation
    - avoid physical contact (the actions of a 'touchy feely' person could be easily misinterpreted)
  - Do not initiate conversation with the children/young people/vulnerable persons/members of the public
  - Do not arrange to meet with children/young people/vulnerable persons/members of the public either inside or outside of the organisation site
  - Do not offer to buy items from or for children/young people/vulnerable persons/members of the public
  - Do not sell or give items to children/young people/vulnerable persons/members of the public
  - Do not bring alcohol or cigarettes or illegal substances onto the site
  - Do not share food or drinks with children/young people/vulnerable persons/members of the public (think of allergies and grooming implications)
  
- **You and your behaviour:**
  - Sign in on arrival
  - Have clearly visible identification at all times
  - Do not use inappropriate or profane language at any point
  - Dress appropriately:
    - torsos need to be covered
    - trousers/shorts fitting appropriately (i.e. must not ride down or be revealing)
    - images/slogans/logos must not be rude, inappropriate or offensive (including politically or culturally)
  - Do not give out or receive personal and/or contact details (e.g. mobile phone numbers, social media profiles)
  - Work and be seen to work, in an open and transparent way
  - Keep staff informed or where you are and what you are doing
  
- Report any matters out of the ordinary or of concern, involving children/young people/vulnerable persons/members of the public, immediately to the site manager (if this is not appropriate please contact Norfolk County Council)
- Remember that your actions no matter how well-intentioned could be misinterpreted
- Avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Be mindful of the need to avoid placing yourself in vulnerable situations

**Safeguarding is everyone's responsibility, if you are concerned about the safety or well-being of a child, young or vulnerable person you should report immediately to the site manager (if this is not appropriate please contact Norfolk County Council)**

NCC telephone - 0344 800 8020 (Monday to Friday 9am - 5pm)  
NCC text message - 07767 647670 (Monday to Friday 9am - 4.45pm)