

JEM EDUCATION SUPPORT SERVICES LTD - CONTRACTOR CODE OF CONDUCT

JEM Education Support Services Ltd expects all contractors that work on their behalf to follow and abide by the following:

- Observe the code always
- 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 should be let with a clear condition that failure to observe the code will entitle JEM Education Support Services Ltd and/or the school to exclude a member of a contractors' staff from the premises.
- This code of conduct is a condition on any order for works or building contract no matter how or by whom the contractor is appointed.
- Issued to all contractors direct by JEM Education Support Services Ltd before any undertaking for work has been entered in to and this Code of Conduct will be signed to agree compliance with the code.

The undersigned contractor/organisation undertakes to:

- ❖ Provide JEM Education with:
 - Details of DBS for all employees registered on the update service
 - Copies of all insurances held including public liability, public indemnity, employer liability *if applicable*,
 - Risk assessments and method statements for all contracted works
 - Copies of all contractor registration certificate i.e NICEIC, Gas Safe, Corgi etc
 - Copies of Asbestos training certificates
- ❖ Undertake to report any incident or near miss as soon as it occurs
- ❖ 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.
- ❖ It is the responsibility of all adults to safeguard and promote the welfare of children and young people.
- ❖ Avoid contact with children. Never give your personal contact details to children or young people, including mobile telephone number
- ❖ Work and be seen to work, in an open and transparent way.
- ❖ Never be in contact with children without school 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

Identity

- ❖ Contractors will provide to each school site on arrival verification of their personal identity by way of photo ID which can be in the form of:
 - Photo Driving Licence
 - Passport
 - Company Photo ID

If a contractor fails to produce such ID they may be refused entry to the site

The contractor will comply with the Schools safeguarding information and visitor induction as required by the school.

I CONFIRM THAT THIS CODE OF CONDUCT WILL BE DISEMINATED TO ALL CONTRACTORS WORKING FOR THIS ORGANISATION AND THAT WE UNDERTAKE TO COMPLY WITH THIS CODE OF CONDUCT:

NAME OF COMPANY	
SIGNED ON BEHALF OF COMPANY	
NAME	
DATE	

JEM EDUCATION SUPPORT SERVICES LTD

Follow each stream and usually you will be compliant

CONTRACTOR CONTROL MANAGEMENT

INDUCTION AND DOCUMENTATION
Face to Face induction on site
Agreement to work to Schools Safe Systems
Asbestos Training Certificate provided
Contractor training undertaken suitable for task

ARRANGEMENTS
Risk Assessments and method statements, toolbox talks or other safety documentation for the task provided
Safe tooling and equipment visually checked or PAT tested
Dust extraction / COSSH Assessments
Gas & electrical
Electrical certification with invoice
Electrical certification e.g. NICEIC etc
Gas Safe and Calibration Certification
Dust extraction on tool
Ladders and step ladders safe
Safe isolation procedures
Safe disposal of waste or waste transfer licence

INSURANCE
Public Liability
Employer Liability
Undertaking to report accidents and incidents as they occur

CONTRACTOR CONTROL
Contractor control separate folder with evidence held
Designated person to ensure that vetting scheme is in place to approve contractor
Risk assessment for the tasks provided by the contractor at commencement of arrangement
Method statements for the tasks provided by the contractor at commencement of arrangement
Risk assessments and method statements renewed on new tasks or annually
Training certification in date and valid for the task.