



1839 + Bures School

## **BURES CEVC PRIMARY SCHOOL**

*Bures School is committed to safeguarding and promoting the welfare of children and expects all Contractors, Visitors to the School and Volunteers to share this commitment.*

### **CODE OF CONDUCT FOR CONTRACTORS & VISITORS TO THE SCHOOL**

#### **1. INTRODUCTION**

The public is entitled to have trust and confidence in the integrity of Bures School Community, its Contractors, Visitors, and Volunteers. The conduct of all must therefore be of the highest standard. This Code of Conduct uses the term Visitor to apply to all those contracted by the school and/or Suffolk County Council when at School; Visitors to the School including Volunteers and Work Experience Students.

All visitors to Bures School must act with utmost good faith with regard to the business of the School, and do all in their power to promote the School's interests and not do anything which may adversely affect the School's reputation.

#### **2. AIMS**

This Code of Conduct is intended as a guide and a help to all visitors to the School. It sets out standards of conduct which all visitors are expected to follow when within, or representing the School. This code is not exhaustive but is written to assist, advise and guide. If in doubt, ask.

The underlying purpose is to ensure that the School provides a high quality service to its pupils and stakeholders in accordance with its Aims and to promote public confidence in the integrity of the School.

It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the School, its staff and pupils, its visitors and stakeholders.

It has been drafted to comply with School Policies and Procedures.

Visitors are requested to read this Code carefully and consider the issues which it raises.

#### **2. CODE OF CONDUCT**

##### **2.1 SPECIFIC ASPECTS**

All visitors to the School site are expected to abide by the policies of the School. They must take care to ensure that their own personal or political opinions do not interfere with the provisions of balanced professional advice or their duty to carry out those policies.

1. Discrimination: Visitors to the School must at all times observe the School's Equal Opportunities Policies and treat staff, pupils, parents and other stakeholders in accordance with those policies.

2. Health and Safety: Visitors to the School must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All visitors to the School must comply with the requirements of the School Health and Safety policy and relevant legislation and regulations, and also ensure that pupils do likewise.

3. Fire: Visitors to the School must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.

5. Business Practice: Visitors to the School must maintain an impeccable standard of integrity in all their professional relationships.

7. Copyright: Visitors to the School shall observe copyright laws on computer software, audio-visual and printed material.

8. Data Protection Act

Visitors to the School will take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions. This includes information relating to school business and pupil data.

Personal data must only be used in a work context; it must not be given to people who have no right to see it. All visitors to the School should maintain the security of all computerised databases of information on individuals, whether they are visitors to the School, staff, pupils or Governors. Visitors to the School should refer any queries to the Headteacher.

Visitors to the School must not disclose personal or financial information about anyone at the School to any unauthorised person, external organisation or agency without the express consent of the individual concerned and that of the Headteacher.

Visitors to the School / volunteers must not use information obtained in the course of their duties to the detriment of the School or for personal gain or benefit; nor should they impart this information to others who might use it in such a way.

Confidential information belonging to the School must not be disclosed to any person not authorised to receive it.

## **2.2 GENERAL POINTS**

Visitors to the School should display a high standard of professional behaviour that is required in an educational establishment.

## **2.3 CONFIDENTIALITY**

Serious misconduct and/or criminal offences committed on School property will result in the visitor being asked to leave the school site and where appropriate, further remedial action being taken.

## **2.4 FURTHER ACTION**

This Code of Conduct cannot cover every eventuality. Its purpose is to alert visitors to some of the matters about which queries are received. It does not replace the general requirements of the law, common sense and good conduct.