

Appendix J

Note: Historical document references to Dorset County Council, DCC or the Council now mean Dorset Council or DC.

1. CODE OF CONDUCT – CONTRACTORS WORKING IN SETTINGS FOR CHILDREN OR VULNERABLE GROUPS

If your work means that you are required to have a Criminal record (DBS/ (CRB) check please bring with you a confirmation letter from your employer that clearance has been obtained or other evidence of clearance. You will be asked to produce this when attending the site. If this is not presented, you may not be permitted to commence work.

- 1) Stay within the confines of the agreed site or work area.
- 2) Obtain prior consent if access is required outside of the agreed work area.
- 3) Use only the agreed access and exit routes.
- 4) Obtain prior consent if alternative access and exit routes are required.
- 5) Avoid any unsupervised contact with children or vulnerable adults unless under arrangements specifically agreed with the responsible manager.
- 6) Unless your duties require that you engage directly with children or vulnerable adults, if they speak to you be polite but do not engage in conversation.
- 7) Avoid any physical contact with children or vulnerable adults as this could be easily misinterpreted or misconstrued.
- 8) Do not use inappropriate, discriminatory or profane language whilst on site.
- 9) Dress appropriately (e.g. no bare chests) and wear uniform/ identity badges etc.
- 10) Keep Dorset Council staff informed of where you are and what you are doing.
- 11) All adults have a duty of care to vulnerable groups. Report immediately any matters out of the ordinary or of concern, involving children or vulnerable adults to the site manager, the manager of the premises, or those responsible for commissioning the work. This includes reporting any difficulties in being able to comply with this code or any safeguarding concerns.
- 12) Do not share any personal details including addresses, telephone numbers or electronic means of communication including e.-mails or any form of social media with children or vulnerable adults and do not make contact via social networking sites.
- 13) Do not arrange to meet with children or vulnerable adults either inside or outside of the premises.
- 14) Do not offer to buy items from or sell items to children or vulnerable adults.
- 16) Do not bring alcohol on to the site.
- 17) Do not join in games or activities with children or vulnerable adults unless this is a specific part of the contractual arrangement as agreed by the responsible manager.
- 18) Do not share food or drinks with children or vulnerable adults (some may have special dietary requirements or allergies).
- 19) If your work means that you are required to have a DBS (formerly CRB) check, you are expected to declare to your employer if you are subject to any police investigations, cautions or if are convicted of an offence during your employment. Any such declaration need not affect your suitability to continue to provide services to the Council and will be considered in accordance with the principles of Dorset Council's Policy on the Employment of Ex-Offenders.

DBS Check Summary – Contractors Working for Dorset Council

DBS Check Summary – To be maintained for all employees and volunteers deployed on the contract and made available for inspection by Dorset Council staff

Name	Date of Birth	Start date on contract	Date of DBS Check and Disclosure Number	Type of DBS Check (Apply Code) Enhanced Adults (EA) Enhanced Adults and Children (EAC) Enhanced Children (EC) Regulated Children (RC) Regulated Adults (RA) Regulated Children and Adults (RAC)	Risk Assessment Undertaken of disclosed information Y/N

Risk Assessment – Disclosure of Criminal Convictions – Record Form

Risk Assessment – Disclosure of Criminal Convictions – Record Form

Name: Date of Assessment:

Workplace Position Title:

Assessment completed by (Name)..... Disclosure Number

(Signature).....

Dates of convictions considered	Summary of discussion with applicant	Potential risks identified	Measures in place to control risk	Level of Residual Risk	Final outcome of risk assessment	Review date (if applicable)

Please note, where criminal convictions or police information is disclosed as part of a DBS check, a risk assessment to consider suitability shall be undertaken and recorded. You may be instructed to disclose this document to Dorset County Council as part of contract compliance and you should make the individual aware of this. Please note that you shall not record details of disclosed convictions on this form, you shall only record the dates of the convictions/relevant information discussed as part of the risk assessment. Once a risk assessment has been undertaken the disclosure certificate should be destroyed (if subject to CQC inspections retain the top third for inspection purposes. This can be destroyed after the CQC inspection has taken place)