



**CODE OF CONDUCT
POLICY
PRE- 16**

Date Approved: September 2025

Date of Review: August 2026

Student Name: _____

Date of Induction: _____



Policies and Procedures Checklist

Provide email address to receive:

.....

I have received a copy and read the following policies and procedures:

- Behaviour policy
- Code of Conduct policy
- Complaints, comments and Compliments policy
- Disciplinary and Grievance policy
- Equality and Diversity Policy
- E- Safety Policy
- Health & Safety Policy
- Safeguarding and Child Protection Policy
- Whistleblowing Policy

Parent/Carer Name:

Parent/Carer Signature:

Date:



This document is supported by Edintervention’s Behaviour Policy. By signing this Code of Conduct I am agreeing to:

- Attend Edintervention unless unwell or have any legitimate other reason (s)
- Hand in my mobile phone each morning/afternoon when entering provision
- Be scanned with a metal detector when arrived at provision
- No vapes to be brought onto premises, will be confiscated and disposed of.
- Be ready for transport on time. Driver will only wait 2 minutes
- Attend Induction programme
- Adhere to all Edintervention’s policies and procedures
- Wear appropriate clothing (Full PPE for construction practical sessions)
- Always behave in an appropriate manner (see Edintervention’s behaviour policy)
- Always use appropriate language towards both staff, students and visitors
- Never take any other person’s belongings and that of Edintervention
- Respect all staff, peers, visitors and any members of the public whilst attending Edintervention
- Carry out work and activities to the best of my ability
- Never bring alcohol, illegal or harmful substances to provision or related activities
- Do not attend Edintervention under the influence of alcohol or any illegal substances
- Adhere to health and safety regulations while working on or off site in construction. (See warning card system)

Please note the following: If your child refuses to hand in their mobile phone or be scanned when entering the facility then you will be contacted (along with School/LA) and a meeting will be arranged asap. It will be discussed what sanctions will be put into place.

In extreme circumstances, such as acts involving violence or prohibited substances, students maybe restrained, sent home and/or the police will/may become involved.

If a student repeatedly breaches the Code of Conduct policy or fails to meet any of the expectations listed above, consultation will be had with the School/LA, which could result in a fixed term ban or permanently losing their place at Edintervention.

Parent/Carer signature required to demonstrate that you understand and agree to above.

Pupil Name:

Pupil Signature:

Parent/Carer Name:

Parent/Carer Signature:



Offsite Trips and Practical/Enrichment Activities

As part of Edintervention's Pre-16 placement we offer a enrichment/sport programme, along with reward trips and visits to a variety of practical activities. The following list is inclusive of, but not exhaustive to:

- Team sports (football, basketball, handball, rugby)
- Trampolining
- Scootering
- Mountain biking
- Hill walking
- Gym activities
- Water sports
- Outdoor adventure activities
- Go karting
- Laser quest
- Paint balling
- Music studio
- Racket sports (tennis, badminton, squash)
- Swimming

In addition, your child will be undertaking some catering/cooking sessions which involves the use of kitchen equipment (inclusive of knives, utensils etc...)

If you consent to your child participating in the above enrichment activities (and similar activities that are related), then please sign below.

Parent/Carer signature required to demonstrate that you understand and agree to the above.

Parent/Carer Name:

Parent/Carer Signature:

Date:



Photograph/Data Sharing Consent Form

Name of Student:

We regularly take photos of students during placement at Edintervention. We use these images as part of our displays and sometimes in other printed publications. We will also use them on our website and social media platforms.

If we use photographs of individual pupils, we will not use the name of that student in the accompanying text or photo caption.

To comply with the Data protection Act 2018, we need your permission before we can photograph or make any recordings of your child.

During placement, students will enrol on qualifications. We may share relevant personal data with recognised qualifications authorities and regulatory bodies when it is necessary to (see GDPR policy)

Please answer the questions below, then sign and date.

Please circle accordingly:

I give permission for my child's photograph to be used for display purposes YES/NO

I give permission for my child's photograph to be used in printed publications YES/NO

I give permission for my child's image to be used on our website YES/NO

I give permission for my child to appear on our social media platforms YES/NO

I give permission to share my child's data to recognised qualifications regulatory bodies YES/NO

Parent/Carer Name:

Parent/Carer Signature:

Date:



Construction/ Site Visits

As part of Edintervention's Pre 16 offer, students will participate in the following multi- skills activities. The following list is inclusive of but not exhaustive to:

- Bricklaying
- Plastering
- Tiling
- Painting and Decorating
- Joinery
- Plumbing

Through the participation of the above- named activities, students will be working on tasks that involve the use of a variety of tools. For example, hammers and hand saws. Power tools will be used under direct supervision in a controlled manner with appropriate risk assessments and control measures applied.

PLEASE NOTE THAT A YELLOW AND RED CARD SYSTEM WILL BE USED INSIDE THE CONSTRUCTION WORKSHOP OR OFF SITE CONSTRUCTION VISITS.

YELLOW CARD IS A WARNING

RED CARD IS SENT HOME AND PLACEMENT WILL BE REVIEWED

DANGEROUS BEHAVIOUR WILL RESULT IN LOSING YOUR PLACE AT EDINTERVENTION

If you consent to your child participating in practical multi- skills, please sign below:

Parent/carer signature required to demonstrate that you understand and agree to the above.

Parent/Carer Name:

Parent/Carer Signature:

Date:.....



Absence and Contact numbers.

If your child needs to be off due to illness or medical appointment, please contact our attendance officer by 7.30am.

All contact numbers are listed below

- Joanne Derbyshire, Attendance officer (Report absence) - 07939932241
- Jake Goodhall, Behaviour Manager - 07931266581
- Charlotte John, Hub Manager - 07939933738



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MEDICAL FORM/CONSENT FORM

Name:

Date of birth:

Contact name/Relationship to student:

Contact number: Emergency Contact number:

Doctor Name/ Contact number:

Has your child any of the following?

Illness	Comment Yes/No	Medication required/details	Authorise to store and provide/administor if required?
Asthma Do they need an Inhaler?	YES/NO		
Heart condition	YES/NO		
Diabetes If yes, please give details	YES/NO		
Epilepsey	YES/NO		
Allergies- eg. Nuts, pollen	YES/NO		
Any other medical condition? Please provide details			

Parent/Carer Signature..... Date:



STUDENT CODE OF CONDUCT/CONSENT FOR TRANSPORT

General Expectations

- **Be punctual:** Be ready at the designated pick-up point at the agreed time
- **Respect the driver:** Greet them politely and follow their instructions
- **Treat the vehicle with care:** No damage, littering, or misuse of vehicle features
- **Stay seated and buckled:** Always wear your seat belt and remain seated during the ride
- **Stay in taxi to designated destination agreed** not to leave at other point of place

Prohibited Behaviours

- **No smoking or vaping in the vehicle**
- **No eating or drinking** unless permitted by the driver
- **No abusive language**
- **No filming or photographing** the driver or other passengers without consent
- **No tampering** with vehicle controls or safety features

Consequences for Misconduct

- **Warnings or suspensions** from using funded transport
- **Reimbursement** for any damage caused
- **Parent/Carer notification**

**DO YOU CONSENT FOR STUDENT TO USE UBER/TAXI FOR SCHOOL TRANSPORT
PLEASE SIGN FOR ACKNOWLEDGEMENT OF EXPECTATIONS AND AUTHORISATION.**

Parent/Carer signature required to demonstrate that you understand and agree to above.

Pupil Name:

Pupil Signature:

Parent/Carer Name:

Parent/Carer Signature:



Pen Portrait

Name:

Age: Year group:

Host School:

Maths working at grade:

English working at grade:

EHCP – YES/NO

Reason for referral:.....

Outcome required :

Medical conditions/diagnosis

Who I live with:

People who are important to me:

Any Key information about me:

What are my interests?

What things don't I like?

Known Triggers

Coping Strategies



Risk	High	Medium	Low	No Evidence	Reason for Risk Rating	Control Measures
Aggression / Violence to adults						
Aggression/ Violence to peers						
Possession / Use of offensive weapons						
Bullying						
Substance Abuse						
Danger of self- harm						
Impulsive behaviour						
Absconding						
Challenging behaviour						
Anti-social behaviour						
Arson/ Vandalism						
Theft						
Radicalisation / Extremism						
Parental issues						
Association with gangs						
Sexualised behaviour						
Offsite activities						

Risk Assessor:

Role:

Signature:

TO BE REVIEWED TERMLY OR BEFORE IF RISK LEVEL CHANGES