

**Working in Educatering, within schools**

The main objective of Educatering is that tasty, nutritious, and exciting food is delivered in a secure and safe manner, and where the pupils and their safety and wellbeing come first.

This is achieved through training of school staff, reviewing and where necessary the introduction of new processes in their kitchens and through the rigorous checking of products, nutrition and allergens going into school menus.

**Conduct in schools.**

As an employee of Educatering you will be expected to adhere to the policies of the school you are attending. Please remember you are our public face.

- On arrival, go to reception, sign in, and wear the visitors badge as required.
- Your appearance should be smart and clean, with good attention to personal hygiene.
- Be friendly and personable, and confident in your ability.

No member of the Educatering team or any relief chef can work in the same school as an immediate family member. Failure to disclose this information before starting in a school may result in disciplinary action.

**Safeguarding**

As part of this commitment to keeping children safe, safeguarding is our top priority.

As part of our safeguarding and safer recruitment policies, all staff will undergo an enhanced DBS check, reviewed at least every 3 years. Any staff member who has a new criminal conviction after or between DBS checks are required to disclose this immediately. Failure to disclose may result in disciplinary action and/or dismissal.

If we are still waiting for a DBS to come back from certification you will not be left unsupervised by the school. We will also carry out our own risk assessment.

If you witness any potential safeguarding issue, or any issue at all concerning a child or a staff member bring it to the attention of the designated safeguarding head or safeguarding officer employed by the school at the earliest opportunity. Do not intervene yourself.

Report it to our safeguarding lead (Jamie Walsh) as soon as possible, who will then liaise with the school concerned.

Any concerns about the treatment of a pupil by a teacher or staff member, or any issues from children or staff must be reported to a member of staff employed by the school as soon as possible, so as the Head Teacher can be informed.

Failure to do this may also result in disciplinary action and/or dismissal.

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