BADSWORTH
CofE School

CARE – Prepare – Believe
'I can do all things through Him who strengthens me'
Philippians 4:13

Code of Conduct for Helpers & Students
September 2026

All stakeholders work towards our school vision:
Here at Badsworth C of E Junior and Infant School, we ensure everyone flourishes through the way we:

Consider **A**nd **R**espect **E**veryone as Jesus taught
Prepare for a bright future
Believe we can make a difference

'I can do all things through him who strengthens me.'
Philippians 4:13

All actions which are taken within school, focus on this vision and it is referred to throughout the time at Badsworth School.

The following information are extracts taken from the school's Code of Conduct Policy

SETTING AN EXAMPLE
All adults who work in schools set examples of behaviour and conduct which can be copied by pupils/students.
All adults must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
Adults must not seriously demean or undermine pupils, their parents or carers, or colleagues.

COMPUTER / INTERNET USAGE (see also Online Safety Policy)
All computer users should use computing facilities responsibly.
Adults and children adhere to the school's policies.
The Authority and the school reserve the right to monitor or examine any material stored on their systems or transmitted across their networks.

MOBILE PHONES
The following rules apply for the use of personal mobile phones:
- Children are **not** permitted to bring mobile phones to school.
- The school accepts that adults will bring their mobile phones to work.
- As a general rule, adults are not permitted to make/receive calls/texts during class time. (excluding break times)
- Adults should ensure that mobile phones are turned off or on silent at all times while on school premises. They should be kept in a drawer or bag and not be left on display or carried in pockets during work time.
- In the event that an adult has a particular reason for a specified period of time, they may request via the Headteacher that they leave their phone on during working hours.
- Adults are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children or staff without their permission.
- Mobile phones should not be used in a space where children are present (eg. classroom, playground)
- When making or receiving personal calls at break times adults should be mindful of others.

SOCIAL NETWORKING SITES (See LA Social Media Policy)
Adults working with children and young people should review their use of social networks as they take on these responsibilities. Information once published, e.g. photographs, blog posts etc is impossible to control and may be manipulated without your consent, used in different contexts or further distributed and re published elsewhere. All adults must consider the privacy of their colleagues. Helpers in school must not share any information or activity undertaken as part of their helping in school role on social media sites.

CONFIDENTIALITY
There may be times when helpers and students may be aware of information about pupils or their parents or carers, this information is confidential. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except

with a senior member of staff with the appropriate role and authority to deal with the matter. Should a helper or student witness a serious action this must be reported and dealt with in accordance with the appropriate school procedure.

SAFEGAURDING
In order to regularly volunteer in school, an enhanced DBS check will be completed. School polices will be followed and shared with all volunteers. Student Teachers will be required to have completed DBS checks from their university/college and a letter of assurance will be received.

All Helpers in School will receive copies of Keeping Children Safe in Education Part 1, the school's Safeguarding Policy and Helpers in School Policy.

The Designated Safeguarding Lead is the Headteacher supported by the EYFS & KS1 Team Leader who is also the EYFS Safeguarding Lead and the KS2 Team Leader.

DRESS CODE
When volunteering at school, please be aware of the school's Code of Conduct on suitable dress. Remember the safeguarding rule of clothing is not suitable if:

'You can see up it, down it or through it.'

The following items of clothing are examples of unacceptable clothing, following this rule or on the grounds of health and safety, for the School's public image of the suitability of being around children.

- Jeans
- Mini skirts
- Thin tights worn as leggings
- Transparent blouses, dresses or shirts
- Clothing with holes, tears or rips – if in inappropriate areas of the body
- Low cut tops
- Spaghetti / shoestring strapped tops/ vest tops
- Crop tops
- Political badges or emblems which may indicate personal opinions or affiliations
- Items or clothing bearing logos, slogans or graphics which could cause offence
- flip flops / shoes without a back strap
- Elaborate jewellery which could cause injury

Tattoos if they are deemed as offensive or be interpreted as disrespectful by parents/carers and the public generally then they will be asked to be covered.

School Trips
The dress code may be relaxed and clothing suitable to the nature of the event may be worn on out of school visits.