

SWA - St William's Primary School PTA Code of Conduct

November 2021

INTRODUCTION

This Code of Conduct binds both Committee and Non-Committee Members of St William's Primary School Parent Teacher Association.

These guidelines describe the basic expectations for behaviour and the importance for all Members to conduct themselves professionally and ethically. In order for the PTA to function successfully it is essential that all Members agree to follow these guidelines while in acting in association with the PTA. THE CODE

- Any parent or guardian of a pupil attending St William's Primary School can volunteer to become a Member of the PTA, with the vested interest in enhancing the school for all pupils.
- All Members work is voluntary and for no personal gain.
- All Members will act in the best interest of St William's Primary School.
- All Members will be encouraged to make relevant and positive contributions to meetings they attend.
- All Members have the right to be heard and must respect other member's opinions.
- All Members will respect the Committees decisions, even those that they do not personally agree with.
- The Committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
- All Members must respect the School and personal property.
- Any Members attending a PTA function with their children are expected to assume responsibility for their children's behaviour and safety.
- All paperwork and assets relating to the PTA is the property of the either the PTA or the School and not that of the individual. When leaving the PTA a Member should return any relevant paperwork or assets to the PTA Committee.

SAFEGUARDING

- Any Member ascertained to be in regular contact with children during school hours or at any PTA function will be requested to undertake a DBS check and attend a Safeguarding Awareness presentation.
- All Members have a Duty of Care to keep themselves and any PTA function attendees safe. Any safety concerns must be raised immediately with the senior member of staff attending the PTA function.

CONFIDENTIALITY

- All Members must respect staff and pupils privacy whilst carrying out PTA activities during school time.
- All Members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupils or parents/guardians, is confined to meetings.
- All Members have the right to communicate together responsibly. Consideration must be used when using social media or in a public place.
- All Members must read and sign the School's Confidentiality Code of Conduct.

CONSEQUENCES

should it be deemed by the Committee that any Member has disregarded this code or their actions have brought the PTA or the School into disrepute, the Committee has the right to exclude that Member from future involvement. The Member will be notified in writing of any decision and notified of their right to respond within 14 days, and the matter reconsidered in light of any response. GDPR In order to be an active member of the PTA it may be necessary for some personal data to be held in order to maintain correspondence with all the members. This data will be held by the Committee and only used in matters pertaining to the business of the PTA. Any personal data will be destroyed/deleted when requested by the Member or when the Member is no longer part of the PTA. Please sign to say you accept your contact details to be held by the PTA committee.

Sign

DECLARATION

I confirm have read the PTA Code of Conduct. I understand by signing this declaration that I will comply with its requirements.

Signed:

Print Name: Date: