



## **Code of Conduct for St. Leonard's Primary School PTFA**

This Code of Conduct binds all of the PTFA of St. Leonard's Primary School, with a common interest to strengthen the PTFA and the school community.

Members can act as a Trustee of the charity, as a Member of the Events and Fundraising Committee, volunteer at events, attend PTFA meetings and take part in discussions in online PTFA forums.

For the PTFA to function successfully, it is important that all Members conduct themselves professionally and ethically. All Members agree to abide by this code which describes expectations for the behaviour of those who work with and on behalf of the PTFA.

### **The Code**

- Any parent or guardian of a child attending St. Leonard's Primary School and all members of school staff can become a Member of the PTFA, with the vested interest in enhancing the school for all pupils.
- All Members will act in the best interest of St. Leonard's Primary School.
- All work done on behalf of the PTFA is voluntary and is done for no personal gain.
- No money raised for the PTFA can be used for personal use.
- The Committee must 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 staff and children's privacy whilst carrying out PTFA activities during school time.
- All Members have a Duty of Care to keep themselves and any PTFA function attendees safe. Any safety concerns must be raised immediately with the senior member of staff attending the PTFA function.

- Any Members attending a PTFA function with their children are expected to assume responsibility for their children's behaviour and safety.
- All members must respect the School and personal property.
- All members will be encouraged to make relevant and positive contributions to meetings.
- All members have the right to be heard and must respect each other's opinions.
- All Members will respect the Committee's decisions, even those that they do not personally agree with.
- 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 the meeting.
- All members have the right to communicate together responsibly. Consideration must be used when using social media or speaking in a public place.
- Any matters relating to the school, should be directed to the school office or the Headteacher.
- All paperwork and assets relating to the PTFA are the property of the PTFA, and not that of the individual. When leaving the PTFA a member must return any relevant paperwork or assets to the PTFA Committee.
- Should it be deemed by the Committee that any member has disregarded this code or their actions have brought the PTFA 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 the light of any response.

Adopted: January 2019