



## **Romilly Primary PTA**

### **Code of Conduct**

#### **Introduction:**

In order for the PTA to function successfully it is essential that all members (both Committee and Non-Committee) agree to follow these guidelines, whether on 'official and unofficial' PTA business. These guidelines describe the basic expectations for behaviour and the importance for all members to conduct themselves professionally, ethically and with consideration for Romilly Primary School policies, pupils and educational team.

#### **The Code:**

- Any parent/guardian of a pupil attending Romilly Primary School or teacher/school staff can volunteer to become a member of the PTA, with the interest in enhancing the school for every pupil.
- All Members work is voluntary and for no personal gain
- All Members will always act in the best interest of the school
- All Members will actively be encouraged to make relevant, positive contributions and feel able to contribute freely in open discussions.
- All Members have the right to be heard and must respect the opinion of others.
- All Members have the right to communicate together responsibly. Extra consideration must be shown when using any social media, on school grounds or any public place.
- All Members should avoid any confrontational or emotive issues which could reflect poorly on the PTA and by association, the school.
- Should any Member be pressed for an 'opinion' from the PTA, then they should direct the questioner to the Chair in the first instance before a response is given.
- All Members should avoid open expression of either political, religious, sexual preference or any other topic that could attract unwanted critical attention.
- All Members understand that any information shared within a meeting shall be treated as confidential and shall stay confined to the meeting.
- All Members must respect both staff and pupil privacy whilst carrying out PTA activities.

- All Members will respect the decisions of the Committee, even those that they may not personally agree with.
- The Committee should be made aware of any potential conflict of interest and the person involved should withdraw from any further discussion(s) on the subject.
- All Members will respect the School and School property at all times.
- All Members must show a 'Duty of Care' to keep both themselves and any PTA volunteers safe at all times. Any safety concerns must be raised immediately with a senior member of staff attending the PTA function.
- All Members attending a PTA function or event with their children are expected to assume responsibility for their children's behaviour and safety, should this be out of normal school hours.
- All paperwork and assets relating to (and developed for) the PTA is the property of the PTA and not that of the individual. When leaving the PTA a Member should return any paperwork or asset to the PTA Committee.

### **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, then the Committee has the right to exclude that Member from any future involvement. The Member will be notified in writing of any decision and given the right to respond within 14 days with the matter reconsidered in light of any response.