

THRILOW SCHOOL PTA Code of Conduct

Introduction

This policy sets out the principles for the Code of Conduct within Thriplow School PTA. It is relevant to all within the association and is endorsed by the committee of Thriplow School PTA. It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers needs.

This Code of Conduct binds both committee and non-committee members of Thriplow School PTA.

These guidelines describe the basic expectations for behaviour and the importance for all members to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document.

A safe community is obtained not only through the use of written rules and consequences but is derived from a nurturing atmosphere in which all individuals are treated with respect and compassion. Our school community consists of staff, children, volunteers and parents learning together in an environment in which each person feels safe, valued, respected and stimulated. This guide should be viewed as a means to strengthen our community of learners. It describes the basic expectations for behaviour, as well as the rules and consequences at PTA sponsored activities. The guide begins with the Members' Rights and Responsibilities, followed by School Rules and Guidelines for Behaviour at PTA Functions. **Throughout this document the word "members" refers to the children, staff and parents within our school community.**

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 Thriplow Primary School and all members of school staff are deemed to be members of the PTA, with the vested interest in enhancing the school for all pupils.
- All work done on behalf of the PTA is voluntary and is done for no personal gain.
- All members will act in the best interest of the PTA and the 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 each other's opinions.
- All members have the right to communicate together responsibly, this is primarily done through the closed Thriplow School PTA facebook page. Any matters relating to the school, should be directed to the school office.
- Any items emailed through to the PTA email address (pta@thriplow.cambs.sch.uk) may not be answered immediately. All committee members work on behalf of the PTA on a voluntary basis, in their free time and may not be able to address issues straight away. Any query raised will need to be discussed by the committee and if necessary will be added to their next meeting agenda.

- The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee may from time to time consult with the wider membership, however the committee's decision is final.
- 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, attended only by elected committee members. Names will be blacked out of the meeting minutes, if necessary.
- 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.
- All paperwork and assets relating to the PTA are the property of the PTA, and not that of the individual. When leaving the PTA a member should return any relevant paperwork or assets to the PTA Committee.
- 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 procedure for removal of a PTA member or PTA committee member is stated in the constitution.

Members' Rights and Responsibilities

- Members have the right to be treated with compassion and respect. They have the responsibility to be respectful of and sensitive to the feelings of others.
- Members have the right to be themselves. They have the responsibility to treat each other with fairness, courtesy and respect, because each is different from the other and each is special.
- Members have the right to be safe both physically and emotionally. They have the responsibility to maintain the safety of others.
- Members have the right to be heard. They have the responsibility to listen to the ideas of others and to communicate calmly and clearly.
- Members have the right to communicate together. They have the responsibility to use technologies (including social networking sites) responsibly by not disrespecting any other member or the school.
- Members have the right to expect that their personal and communal property will be safe and secure. They have the responsibility to respect the school building, school equipment, other members' property and their own personal belongings.
- Members have the right to learn about themselves. They may express their feelings and

opinions appropriately without being interrupted. They have the responsibility to respect the feelings and opinions of others.

- Active members involved in events are asked to ensure the safety of children as a priority and retain an appropriate level of confidentiality i.e. we don't talk about other peoples' children or their behaviour.

School Rules and Guidelines for Behaviour at PTA Functions

The children will:

- Keep hands, feet and other objects to themselves.
- Show respect for all adults and other pupils by their words and actions, and listen carefully to directions when they are given.
- Respect school and personal property.
- Refrain from name calling, using inappropriate language or teasing others.
- Not engage in activities that may injure others whether intentional or unintentional.

What happens if a child behaves unacceptably at a PTA sponsored function?

Adult Responsibilities:

- It is the right and responsibility of active PTA members attending a PTA function to verbally correct, or to report to the event coordinator, any misbehaviour by any pupil or parent that occurs at that specific PTA event.
- Parents/carers attending PTA sponsored functions with their children are expected to assume responsibility for their children's and their own behaviour and safety.
- Parents/carers unable to accompany their children to PTA sponsored functions are expected to designate or identify an adult who will be present and who will assume responsibility for their children's behaviour and safety. In the case of an event where parents are not required, those present representing the PTA will assume this responsibility. Where events are held without parental attendance being necessary, a member of the teaching staff will be present in the building to support PTA members if required.
- The corrective action taken by the adult may range from simple verbal reprimand to suggesting the pupil have a short time out to calm down. If the behaviour is significant, it will result in immediately contacting the child's parent/carer. The parent/carer will be expected to remove the child from the event. At any subsequent events a child may then need to be accompanied 1 to 1 by a supervising adult or be excluded from attending future PTA sponsored functions.

Significant Severe Behaviour is considered to be:

- Wilfully endangering yourself or others;
- Wilfully destroying property;
- Wilful disobedience of adults attending PTA functions and;
- Engaging in abusive language or behaviour.

This policy will be reviewed annually by the Thriplow School PTA committee prior to the AGM.

Signature	
Signed by	Meghan Bonner
Role	PTA Chair
Date	25th January 2024