



## St Aidan's PTA Code of Conduct

A safe environment is obtained not only through written rules and consequences but also through a nurturing environment where all individuals are treated with respect and compassion. Our PTA code of conduct should be viewed as a means of strengthening our PTA and school community.

Any parent, carer or teacher responsible for a child currently attending St. Aidan's RC Primary School, Ashington can volunteer to be a member of the PTA. In being a member everyone has the right to be treated with respect and compassion. They also have the responsibility to be respectful of and be sensitive to the feelings of others and to work within the PTA code of Conduct.

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

### **Member's rights and responsibilities:**

- All Members will act in the best interest of St Aidan's RC Primary School.
- All adults within our school should always act as good role models and must be seen to be living examples of the mission statement and vision. Our behaviour at all times must be professional and adhere to the Code of Conduct. Any breaches of the Code of Conduct will be dealt with accordingly.
- All members work as volunteers and for no personal gain. Genuine PTA expenses will be reimbursed subject to a valid receipt and approval.
- All Members will be encouraged to make relevant and positive contributions to meetings they attend.
- All Members have the right to be heard and to communicate. They have the responsibility to listen and respect the ideas of others and to communicate calmly, clearly and responsibly. This responsibility includes communication via any technology including social media. Consideration must also be used when in a public place.
- All paperwork and assets relating to the PTA is the property of the School and not that of the individual.

- All Members have the right to expect that their person and possessions are safe and secure. They also have the responsibility to respect school property and the property of other members.
- All members must respect the privacy of school staff, children and that of other members as they carry out PTA activities.
- All members should respect and work adhering to all school policies.
- All Members must ensure that any material or discussion complies with General Data Protection Regulations.
- All members will respect the overall decisions of the committee even if that decision does not reflect their own opinion.
- No individual member of the PTA should take it up on themselves to take decisions on behalf of PTA. Decisions should be only be made at a PTA meeting, which will be minuted. If an urgent or emergency decision is needed before the next scheduled meeting, the Senior Management Team (SMT) may use their own discretion to make a decision.
- All Members shall take reasonable care to ensure their own safety and the safety of those attending any PTA function or activity. Any safety concerns must be raised immediately with the member of staff attending the PTA function.
- All Members are obliged to raise concerns about safety or an individual's behaviour in relation to any PTA activity. Any concerns must be brought to the attention of a senior member of staff at the earliest possibly opportunity.

### **Consequence and resolution**

Should a PTA Member disregard the above code of conduct or if a concern regarding safety or an individual's behaviour has been identified, the SMT and/or Governors have the right to investigate such concerns. All concerns and investigations will be treated in confidence however a right of reply will be given to any member involved before any action is taken.

Should it be deemed by the SMT and/or that any Member has disregarded this Code or their actions have brought the PTA or the School into disrepute, the SMT 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.