

## Code of Conduct

This Code of Conduct applies to all committee and non-committee members of St James and St John PTFA. It outlines our shared commitment to professional and ethical behaviour and complements the PTFA's legally binding constitution.

We are seeking to create a kind, nurturing and fun environment at events where all individuals are treated with respect and compassion. To ensure the success and integrity of the PTFA, all members are expected to adhere to these guidelines during any activity carried out on its behalf.

### Code of behaviour

- **Membership:** Any parent or guardian of a pupil at St James and St John Church of England Primary School, as well as all school staff, are considered PTFA members with a vested interest in enhancing pupils' school experience
- **Voluntary service:** Participation is voluntary and must not be pursued for personal gain
- **Best interests:** Members must act in the best interests of the PTFA and the school
- **Constructive participation:** Positive and relevant contributions to meetings are encouraged
- **Respect & inclusivity:** All members have the right to be heard and must respect differing opinions
- **Responsible communication:** Members should communicate respectfully. The committee provide a dedicated PTFA contact method by email [PTFA@stjamesjohn.bucks.sch.uk](mailto:PTFA@stjamesjohn.bucks.sch.uk). School-related matters should be directed to the school office
- **Social media:** Members will be respectful of each other, the association and the school when using social media. Grievances between the committee, association and school should be discussed with relevant persons rather than through social media platforms
- **Response times:** Emails to the PTFA may not receive immediate replies. Committee members volunteer in their free time. All queries will be discussed by the committee and may be added to the next meeting agenda
- **Decision-making:** The committee operates according to the PTFA's constitution. Decisions are made by majority vote of elected members. Consultation with the wider membership may occur, but the committee's decision is final
- **Confidentiality:** Matters of a confidential nature (especially those involving individuals) must be discussed only within closed committee meetings. Confidential details will be redacted from minutes when necessary
- **Conflict of interest:** Any member with a conflict of interest must declare it and step back from related discussions
- **Respect for property:** Members are expected to treat school property and one another's belongings with respect

- **PTFA assets:** All documents and items related to PTFA work are PTFA property. Upon leaving, members must return all relevant materials to the committee
- **Breach of conduct:** If a member's behaviour violates this code or harms the reputation of the PTFA or the school, the committee reserves the right to remove that member from future involvement. The procedure for removal is outlined 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, equipment and 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 ie we don't talk about other peoples' children or their behaviour.

### **Behaviour that will not be tolerated**

- Disrupting, or threatening to disrupt, school operations (including, events on the school grounds and sports team matches)
- Swearing, or using offensive language
- Displaying a temper, or shouting at members of staff, pupils or other parents
- Threatening another member of the school community,
- Sending abusive messages to another member of the school community, including, via text, email or social media
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms.
- Any aggressive behaviour (including verbally or in writing) towards another child, or adult

- Disciplining, another person's child - please bring any behaviour incidents to a member of staff's attention
- Not following policy when handling money
- Smoking, vaping, e-cigarettes or drinking alcohol on the school premises
- Possessing, or taking, drugs (including, legal highs)
- Bringing dogs onto the school premises (other than guide dogs).

This policy will be reviewed annually by St James and St John PTFA committee to ensure it continues to support both the organisation and its volunteers effectively.