



Burbage Primary School PTA Code of Conduct

Introduction

This Code of Conduct binds both committee and non-committee members of Burbage Primary School Parent Teacher Association (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.

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 Burbage 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. Communication with members will normally be in the form of WhatsApp messages. Any matters relating to the school, should be directed to the school office or relevant staff member if appropriate. Committee members are responsible for communicating with the school regarding PTA matters. There may be occasions where other members of the PTA are asked to communicate with the school about a specific matter, however this should only be done under the direction of a committee member.
- Any items emailed through to the PTA email address 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.

Agreed and signed by:



Burbage Primary School PTA Safeguarding Policy

Introduction

This policy sets out the principles for safeguarding within Burbage Primary School Parent Teacher Association (PTA). It is relevant to all within the association and is endorsed by the committee of Burbage PTA.

It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers needs.

Responsibility

Parent Teacher Associations (PTAs) have a duty of care to consider the safety of children and vulnerable adults. This should be taken into consideration when risk assessing a PTA event and the duration of such events.

It is best practice for PTAs to have a set of procedures in place and guidelines for volunteers to follow at events, this may be developed with guidance from the school.

All PTA members should be aware of the person responsible for safeguarding within the school. The school may provide training for PTA members on safeguarding and the procedures to follow or the PTA may arrange their own training for its volunteers. The Designated Safeguarding Lead (DSL) at Burbage Primary School is Zoe Garbutt. The Deputy DSL is Kate Wilkins and the Safeguarding Governor is David Rose.

What to do if you have concerns about a child

You may have concerns about a child because of something you have seen or heard or a child may choose to disclose something to you.

If a child discloses information to you, you should:

- Listen to the child without displaying shock or disbelief
- Accept what is said and reassure the child, do not make promises that you may not be able to keep, e.g. 'Everything will be alright now'
- Do not ask leading questions and do not interrogate the child – this is not your responsibility to investigate
- Explain to the child what you have to do next and who you have to talk to
- Take notes, if possible, or write up the conversation as soon as possible afterwards

- Contact the school DSL, DDSL or a member of the school leadership team as soon as possible

Guidance for Events:

- All Events should be risk assessed
- Events where children are dropped off and collected – a register should be available and children should be checked in and out of the event. The PTA should have a list of any child being collected by another parent/carer or travelling home alone.
- Contact details for the child's parent/carer may be collated by the PTA for the event or can be obtained by a member of staff from the school office.
- Exits should be monitored to ensure children cannot leave an event unattended.
- If this is a regulated activity the volunteer will need an Enhanced DBS check.

This policy will be reviewed by the Burbage Primary School PTA committee annually before the AGM.

Useful Links

<https://www.parentkind.org.uk/Info-sheets/Volunteer-checks>