

PTFA Code of Conduct

This Code of Conduct binds both Committee and Non-Committee Members of the LVS Ascot PTFA (Parents Teacher & Friends Association). These guidelines describe the basic expectations for behaviour and the importance for all members to conduct themselves professionally and ethically.

In order for the PTFA to function successfully it is essential that all members agree to follow these guidelines while acting in association with the PTFA.

It is to be noted that LVS Ascot PTFA is a separate Charity from LVS Ascot School and separate from the Licensed Trade Charity (LTC) and therefore operates as a separate body, in partnership with the School.

The current way of working is that at least one member of the LVS Ascot School Senior Leadership attends each committee meeting, the Principal signs off the calendar of events and has a termly meeting with the Chair. The PTFA provide representation to the Class Reps termly meeting in the Infant and Junior School. All other communication is ad hoc from the committee and PTFA communication goes through the School Communications System.

The PTFA Code of Conduct

- Any parent or guardian, of a pupil attending the school can volunteer to become a member of the PTFA with the vested interest in enhancing the school for all pupils
- Any teacher, non teaching staff, or after application, friend (alumni or family thereof) of the school can volunteer to become a member of the PTFA with the vested interest in enhancing the school for all pupils
- All work done on behalf of the PTFA is voluntary and done for no personal or monetary gain
- All members will act in the best interest of the PTFA 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 other member's opinions
- All members have the right to communicate together responsibly. Consideration must be used when using social media or in a public place. The Committee has a

general email address for members to make contact hello@lvsascotptfa.org. Any matters relating to the school, should be directed to the school office.

- 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 and not shared broader, including on any social networking site
- All members must respect staff and pupils privacy, especially whilst carrying out PTFA activities during school time
- When onsite, Trustees must have their LVS Ascot assigned badges present and sign-in as usual. Other committee members must sign in as a visitor and be accompanied by a trustee or a member of staff with an LVS Ascot staff badge.
- All Trustees and committee members are to read and sign and adhere to the Licenced Trade Charity Code of Conduct
- All Trustees are to submit to a DBS check, attend school safeguarding training and read and adhere to the safeguarding policies of the Licenced Trade Charity and the Department of Education safeguarding statutory guidance.
- All members will respect the Committee's decisions, even those that they do not personally agree with
- 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 members have a Duty of Care to keep themselves and any PTFA function attendees safe. Any safety concerns must be raised immediately with the senior member of staff attending the PTFA function

- Any members attending a PTFA function with their children are expected to assume responsibility for their children's behaviour and safety
- All paperwork and assets relating to the PTFA is the property of the either the PTFA or the school and not that of the individual. When leaving the PTFA a Member should return any relevant paperwork or assets to the PTFA Committee.

Consequences

Should it be deemed by the Trustees that any member has disregarded this code or their actions have brought the PTFA or the school into disrepute, the Trustees have the right to exclude that member from future involvement. The procedure for removal of a PTFA member or PTFA committee member is stated in the constitution in section 4.2.3

For complaints against the LVS Ascot PTFA, please refer to the Complaints Procedure Policy.

Agreed & signed by: