

CODE OF CONDUCT

**For PTA Members**

*In the name of Allah, The Beneficent, The Merciful*

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Introduction

This document sets out the principles for the Code of Conduct within Al Ameen Primary School PTA. It is relevant to all within the association. It will be reviewed every two years to ensure that it remains appropriate to the organisation and its volunteers’ needs.

This Code of Conduct binds both core and non-core members. 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 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 and contributing 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.

Working with a school is highly noble, as we have the opportunity to make a difference to not just so many children, but so many families. PTA members are expected to hold the same standards of conduct as of paid staff working in the school whilst on site or during PTA sponsored events. When working in the school, we are automatically placed into a ‘Position of Trust’ and are subsequently expected to act as excellent role models at all times.

The Prophet Muhammad (peace be upon him) says in a hadeeth, ‘I have been sent to complete good character’.

As a school with a religious character, we feel strongly about the need for adults to lead by displaying high standards of character at all times, in line with prophetic tradition and the life of the Prophet Muhammad (peace be upon him). This we believe, will have an immense effect on the character, confidence and personality of pupils who will subsequently grow up as law abiding citizens, proud of their faith.

1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all members to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with kindness.

PTA members will carry themselves as positive role models for pupils by consistently demonstrating high standards of behaviour.

We expect all members to act with personal and professional integrity, respecting the safety and wellbeing of others.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, members will use their professional judgement and act in the best interests of the school and its pupils.

2. Legislation and guidance

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2), the school is expected to have a staff code of conduct. This Code of Conduct for PTA members is an extension of this and contributes to building an environment wherein all pupils feel safe.

3. The Code

* 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 have the right to be heard and to communicate. They have the responsibility to listen and respect ideas of others and to communicate calmly, clearly, responsibly, including communications via social media. Using loud or offensive language or displaying temper will not be tolerated.
* All members must ensure that no photos of children are posted on social media without parent’s consent, and in accordance with Safeguarding Child Protection procedures and practices within the school
* All members have the right to expect their person and possessions are safe and secure. They also have the responsibility to respect school property and the property of the other members.
* All members must respect and work within school policies as published on the school website to uphold our school’s vision.
* All members will respect the decisions of the PTA committee even if that decision is at odds with their own decision.
* All members are entitled 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 either the PTA Chair, Co-Chair, PTA Committee or senior member of staff at the earliest opportunity.
* Whilst on the school site or during a PTA sponsored event, all members should wear their badge or obtain one from the school office.

4. Safeguarding

Members have a duty to contribute towards the safety of pupils in school by discharging their responsibility of reporting any concerns they have. Members should not directly engage with pupils and must speak to our Designated Safeguarding Lead if they have any concerns.

Our child protection and safeguarding policy and procedures are available on our website.

5. Confidentiality

This Code of Conduct outlines your personal responsibility concerning security and confidentiality of information relating to pupils, parents, staff and the organisation. All persons working at the school are expected to act and behave in accordance with the school values of safety and respect in relation to any school related staff, parent or pupil information that they may encounter during the course of their duties.

During your time within the school, you may acquire or have access to confidential information which must not be disclosed to any other person unless in pursuit of your duties or with specific permission given by a person on behalf of the school. This condition applies during your relationship with the school and after the relationship ceases.

Confidential information includes all information relating to the school and its pupils, parents and staff. Such information may relate to pupil, staff records, recruitment and selection, telephone or face to face conversations about pupils or staff, electronic databases or methods of communication, use of fax machines, hand-written notes made etc.

Additionally, discussions during PTA members should not be disclosed aside from what is published in the meeting minutes.

You must, at all times be aware of the importance of maintaining confidentiality of information gained during the course of your duties. All information must be treated in a discreet and confidential manner.

6. Media

Other than on matters of publicity, only the Head Teacher is authorised to speak or send any communication on behalf of the School to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff or other members working with the school. This authorisation may be extended by the Head Teacher to other members.

6. Consequences 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 PTA Chair/Co-Chair / or Committee 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 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.

Declaration

I have read and understood the Code of Conduct for PTA members and agree to abide by it.

I understand that should it be deemed by the committee that I have disregarded this code or my actions have brought the PTA or the school into disrepute, the committee has the right to exclude me from future involvement.

Signed ……………………………………

Name (please print) ……………………………………

Date ……………………………………