

PFA Code of Conduct

Introduction

This Code of Conduct applies to all committee and non-committee members of Duckmanton Primary School PFA. It outlines our shared commitment to professional and ethical behaviour and complements the PFA's legally-binding constitution.

To ensure the success and integrity of the PFA, 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 Duckmanton Primary School, as well as all school staff, are considered PFA 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 PFA 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 may provide a dedicated PFA contact method (e.g. a central email address). 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 PFA 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 PFA'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
- **PFA assets:** All documents and items related to PFA work are PFA 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 PFA or the school, the committee reserves the right to remove that member from future involvement. The procedure for removal is outlined in the constitution

Policy review

This policy will be reviewed annually by the Duckmanton Primary School PFA committee to ensure it continues to support both the organisation and its volunteers effectively.

Signatures

Approved and adopted by the committee of Duckmanton Primary School PFA:

Name: _____
Position: _____
Signature: _____
Date: _____

Name: _____
Position: _____
Signature: _____
Date: _____