

Friends of St Mary's School

Registered Charity 1022264



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Code of Conduct

Introduction

This Code of Conduct binds both committee and non-committee members of the Friends of St Mary's School.

These guidelines describe the basic expectations for behaviour and the importance for all members to conduct themselves professionally and ethically. Members are expected to agree to follow these guidelines while acting on behalf of the friends.

The Code

- Any parent or guardian of a pupil attending St Mary's School can volunteer to become a member of the Friends, with the vested interest in enhancing the school for all pupils
- All members' work is voluntary and for no personal gain
- All members will act in the best interest of St Mary's Primary 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 members' opinions
- All members have the right to communicate together responsibly. Consideration must be used when using social media or talking in a public place
- 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
- All members must respect staff and pupils' privacy whilst carrying out Friends activities during school time
- All members will respect the committee's decisions, even those 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 anyone attending any Friends events, safe. Any safety concerns must be raised immediately with the senior member of staff attending the Friends event.
- Any members attending a Friends event with their children are expected to assume responsibility for their children's behaviour and safety
- Any child protection issues will be reported to the school as soon as possible
- All complaints will be dealt with using the Friends' Complaints Procedure
- All paperwork and assets relating to the Friends is the property of either the Friends or the school and not that of the individual. When leaving the Friends a member should return any relevant paperwork or assets to the Friends Committee.

Consequences

Should it be deemed that any committee and non-committee member has disregarded this code, the committee has the right to exclude them from any future involvement. The committee will provide them written notification of the decision and give them 14 days to respond. The matter will be reconsidered in light of any response.