Redbrook Hayes Community Primary School PTFA – Code of Conduct

1. Purpose and Scope

The Officers and Committee of Redbrook Hayes Community Primary School PTFA are bound by this Code of Conduct. All members must behave in a professional, legal, and ethical manner when representing the PTFA, ensuring the positive reputation of the school, its staff, pupils, and parents is upheld and enhanced at all times.

2. General Duties and Responsibilities

- **Best Interests:** Members must act in the best interests of the PTFA at all times, in furtherance of its charitable objectives.
- **Governance & Compliance:** Members must understand their obligations by reading the PTFA Constitution and complying with relevant UK legislation, including the Charities Act, Data Protection Act 2018 / UK GDPR, Equality Act 2010, and Safeguarding guidelines.
- **Active Participation:** Members should actively contribute to the PTFA's work and accept a fair share of committee responsibilities.
- **Collective Responsibility:** Members must support decisions reached by the committee, even if they do not personally agree with them.
- **Authority:** No individual member may make decisions on behalf of the PTFA without proper delegation. Decisions must be made at quorate committee meetings or via the Chair following emergency consultation rules outlined in the Constitution.

3. Professional Conduct, Respect, and pupil Confidentiality

- **Respectful Communication:** Members must contribute constructively to meetings and listen with courtesy. Personal attacks, intimidation, or undermining contributions will not be tolerated.
- **Protection of Pupils & Safeguarding:** Members must respect the dignity and privacy of all pupils. Under no circumstances should members discuss individual pupils in a negative, derogatory, or inappropriate manner with other members of the school community, parental body, or wider public, whether in person, via email, or on social media. Any safeguarding concerns regarding a child must be reported immediately to the Designated Safeguarding Lead (DSL) at the school, not discussed among PTFA members.
- **Confidentiality:** Confidential matters regarding individual staff, pupils, or parents discussed in meetings must remain strictly confidential. Meeting discussions and unapproved decisions remain confidential until minutes are formally published.

4. Legal & Regulatory Compliance

- **Conflicts of Interest:** Members must declare any actual or potential conflict of interest prior to discussions and recuse themselves from voting or participating in relevant agenda items.
- **Data Protection & GDPR:** Members must handle all personal data (e.g., volunteer lists, ticket sales, contact details) securely, store it lawfully, and use it solely for authorized PTFA activities. Data must not be shared without explicit consent and must be deleted or returned when no longer required.
- **Financial Management & Property:** Members must ensure sound financial practice, proper record-keeping, and appropriate handling of funds. All physical and intellectual property, paperwork, bank access, and digital assets belong to the PTFA and must be promptly returned/transferred upon leaving the committee.
- **Equality & Diversity:** Members must treat all parents, carers, staff, and community members fairly and without discrimination, in accordance with the Equality Act 2010.

5. Disrepute and Removal from Committee

- Disregard for this Code of Conduct, breach of confidentiality, negative commentary about pupils or community members, or actions bringing the PTFA into disrepute may result in removal from the committee or exclusion from PTFA events.
- **Procedure:** The member will be notified in writing of the proposed exclusion and given 14 clear days to submit a response. The committee will review any representations before making a final determination.

Member Declaration & Signature

I have read, understood, and agree to abide by all aspects of this Code of Conduct, the PTFA Constitution, and relevant statutory duties.