

The Blue Coat School Parents' Association Code of Conduct policy

This Code of Conduct binds both Committee and non-committee members of The Blue Coat School Parents' Association.

These guidelines describe the basic expectations for behaviour and the importance for all members to conduct themselves professionally and ethically, and will run alongside The Blue Coat School Parents' Association Constitution, which is a legally binding document.

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

The Code – members rights and responsibilities

Any parent or guardian of a pupil attending The Liverpool Blue Coat School and all members of school staff are deemed to be members of the Parent Association, with the vested interest in enhancing the school for its students.

All work done on behalf of the PA is voluntary and is done for no personal gain. 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 will act in the best interest of the PA 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 each other's opinions. They have the responsibility to listen and respect ideas of others and to communicate calmly and responsibly. Use of offensive language or displaying temper will not be tolerated.

A central WhatsApp group has been set up for the members of The Blue Coat Parents' Association. The purpose of the WhatsApp group is for the:

- Communication of meeting dates and times
- Logistics of organising meetings and events
- Addressing actions points following meetings
- Positive suggestions that could enhance the productivity of the PA

All members agree to follow The Blue Coat School Parents' Association WhatsApp policy which can be accessed via the school's website.

Any matters relating to the school, should be directed to the school office.

Any messages sent to the PA email address may not be answered immediately. All Committee members work on behalf of the PA on a voluntary basis, in their free time and may not be able to address issues straight away. Any query raised will need to be

discussed by the Committee and, if necessary, will be added to the agenda of the next PA meeting.

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 meetings. Names will be blacked out of the meeting minutes, if necessary.

All members must respect the school and personal property.

All paperwork and assets relating to the PA are the property of the PA, and not that of the individual. When leaving the PA, a member should return any relevant paperwork or assets to the PA Committee.

Role of the Committee:

- Chair – leads meetings and oversees the running of the fundraising events
- Vice Chair – deputy to the Chair
- Treasurer – manages and controls the funds raised by the PA. Maintains up-to-date records of all PA financial transactions
- Secretary – ensures effective communication links between Committee members, the PA members and the school

The PA is committed to resolving difficulties in a constructive manner, through an open and positive dialogue. We understand that everyday misunderstandings can cause frustrations and have a negative impact on relationships. Therefore, all PA members have the responsibility to be respectful of and be sensitive to the feelings of others and to work within the PA Code of Conduct.

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

Behaviour that will not be tolerated:

- Disrupting or threatening to disrupt school operations
- Swearing or using offensive language or using aggressive behaviour
- Displaying a temper or shouting at members of the PA and any other persons associated with the PA
- Sending abusive messages to another member of the PA including via text, email or social media
- Making defamatory, offensive or derogatory comments about the school, its staff, its students or any member of the PA including verbally or in writing and on any social media platform
- Bullying and/or harassment of any member of the PA, staff or student*

A copy of the Code of Conduct will be given to all new members of The Blue Coat Parents' Association and their attendance to meetings is their declaration to accept the above.

All policies will be available to members of The Blue Coat Parents' Association via the school's website.

* Harassment is behaviour intended to cause a person alarm or distress, which occurs on more than one occasion. Common harassment incidents include:

- Unwanted texts, voicemails, letters or emails
- Comments or threats
- Creating an intimidating, hostile, degrading, humiliating or offensive environment for the person