

Owls Parents' Association

Code of Conduct Policy

This Code of conduct policy provides guidelines relating to behaviour of its members, in line with the TBS Constitution. In order for the Owls Parents' Association to function successfully it is essential that all members agree to follow these guidelines and adhere to the Code of conduct at all times.

Introduction

The purpose of our Code of conduct is to:

- ensure all representatives (committee members and volunteers) of the Owls Parents' Association behave in a way which reflects well on the association and the school.
- ensure everyone is treated with respect at all times which applies in all interactions - face-to-face, email, social media etc.

Mission Statement

In connection with the TBS Constitution¹, the mission of this Owls Parents' Association is to provide links between the homes of pupils and the school, and to promote cooperation and partnership between those homes and the school.

The Code

- Any parent or guardian of a pupil attending TBS are deemed to be members of the Owls Parents' Association, with the vested interest in enhancing the well-being for all pupils.
- All work done on behalf of the Owls Parents' Association is voluntary and is done for no personal gain.
- All members will act in the best interest of the Owls Parents' Association and the school.
- All members should engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair.

¹ Copies of TBS Constitution are available at the Reception.

Draft version 03/21/23

- All members should follow and abide by TBS Safeguarding and Child Protection policy and procedures in carrying out activities on behalf of the Owls Parents' Association.
- 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 and no-one should leave a meeting feeling belittled or excluded.
- All members have the right to communicate together responsibly. Consideration must be used when using social media or 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, and not shared on any social networking site. Names will be blacked out of the meeting minutes, if necessary.
- All members must ensure not, in any way, to intervene in individual cases and will act to signpost and advise concerned parents on request, as well as to bring to their attention relevant school policies and procedures. All members must respect staff and pupils privacy whilst carrying out Owls Parents' Association activities during school time.
- 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 should be made aware that Owls Parents' Association is not in a position to address situations pertaining to an individual student, parent/guardian, or school staff. Such complaints should be dealt with by following the channels outlined in the school's complaints policy.
- All members should not post content on social media that is inappropriate towards anyone in the school and local community.
- All members should be made aware that Owls Parents' Association shall have the power in consultation with the Principal to regulate all aspects of the existence of the association including the framing of its constitution, the election of its officers, the conduct of its meetings, the funding of its activities and the disposal of its assets and liabilities on dissolution of the association.
- All members should be made aware that Owls Parents' Association may not use the School premises for any purpose except with the express permission of the Principal in consultation

Draft version 03/21/23

with the Board of Governors.

- All members should be made aware that in case any member also happens to be a school staff, he/she can take part in all activities carried out by the Owls Parents' Association. However, he/she shall not be part of the Committee.
- All paperwork and assets relating to the Owls Parents' Association are the property of the Association, and not that of the individual. When leaving, the Owls Parents' Association member should return any relevant paperwork or assets to the Committee.

Declaration

I confirm I have read and understood the Owls Parents' Association Code of Conduct and will act in accordance to it. I understand that if I act in a way considered to undermine the objectives of the Owls Parents' Association, my membership shall cease if the majority of parent members agree. This will be confirmed in writing by the Chair/other office bearer.

Signature:

Print name:

Date:

This policy was approved on xx-xx-xxxx and is to be reviewed every year at the Owls Parents' Association Annual Meeting.