



Friends of St James Infant and Pre-School

Code of Conduct 30th April 2021

Introduction

A safe environment is obtained not only through written rules and consequences but also through a nurturing environment where all individuals are treated with respect and compassion.

Our code of conduct should be viewed as a means of strengthening our school community.

This Code of Conduct binds both Committee and Non-Committee Members of Friends of St James Infant and Pre-School (FOSJ), this includes Parent members (parents who only help at events).

These guidelines describe the basic expectations for behaviour and the importance for all Members to conduct themselves professionally and ethically when representing FOSJ.

Any parent, carer, or teacher responsible for a child currently attending St James Infant & Pre-School can volunteer to be a member of the FOSJ. In being a member everyone has the right to be treated with respect and compassion. They also have the responsibility to be respectful of and be sensitive to, the feelings of others, and to work within FOSJ code of Conduct.

Of prime importance is requirement of all members to behave in a professional manner when attending meetings. In order for meetings to be effective, it is essential that members conduct themselves in accordance with these ground rules.

Member's rights and responsibilities

- All members work as volunteers and for no personal gain. Genuine expenses will be reimbursed subject to a valid receipt and approval.
- All Members will be encouraged to make relevant and positive contributions to meetings they attend and listen with courtesy and respect to the views of others.
- All FOSJ committee members will be aware of the responsibilities by reading the Constitution.
- All Members have the right to be heard and to communicate. They have the responsibility to listen and respect the ideas of others and to communicate calmly, clearly, and responsibly. This responsibility includes communication via any technology including social media.
- All Members have the right to expect that their person and possessions are safe and secure. They also have the responsibility to respect school property and the property of other members.
- All Members will act in the best interest of, St James Infant & Pre-School at all times. They should respect and work within school policies as published on the school website.
- All members will respect the decisions of the committee even if that decision is at odds with their own decision.
- All Committee Members should involve themselves actively in the work of FOSJ and accept a fair share of responsibilities of committee work.
- Although decisions reached at a Committee Meeting will be made public through the minutes, the discussion on which decisions are based should be regarded as confidential.
- The Committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
- Any Members attending a FOSJ function with their children are expected to assume responsibility for their children's behaviour and safety.
- No individual Committee Member should take it upon themselves to take decisions on behalf of FOSJ. Decisions should be made at a committee meeting, or if an urgent or emergency decision is needed before the next scheduled meeting, then all committee members should be consulted in order to make that decision.

- All paperwork and assets relating to the FOSJ is the property of either the FOSJ or the School and not that of the individual. When leaving the FOSJ a Member should return any relevant paperwork or assets to the FOSJ Committee.

Safeguarding

- All Members are entitled to raise concerns about safety or an individual's behaviour in relation to any activity. Any concerns must be brought to the attention of either the Chair, Committee or senior member of staff at the earliest possible opportunity.
- Any Member ascertained to be in regular contact with children during school hours or at any function will be requested to undertake a DBS check.
- All Members must read the School's Safeguarding and Child Protection Policy (which can be found on the school website: <https://www.stjamesinfant.com/index.php/key-information/school-policies>).

Confidentiality

- All Members must respect staff and pupils' privacy whilst carrying out FOSJ activities during school time.
- 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 meetings.
- 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 read the School's Confidentiality Policy (which can be found on the school website: <https://www.stjamesinfant.com/index.php/key-information/school-policies>).

GDPR

In order to be an active member of FOSJ it may be necessary for some personal data to be held in order to maintain correspondence with all the members. This data will be held by the Committee and only used in matters pertaining to the business of FOSJ. Any personal data will be destroyed/deleted when requested by the Member or when the Member is no longer part of FOSJ.

Consequences

Should a Member disregard the above code of conduct or if a concern regarding safety or an individual's behaviour has been identified; the Committee have the right to exclude that member or officer of the committee from membership, or from attending an event, as their actions may be deemed as bringing FOSJ into disrepute. All concerns and investigations will be treated in confidence; however a right of reply will be given to any member involved before any action is taken. The member will be notified in writing of the proposal and his/her right to respond within 14 clear days and the matter considered in light of any representations made.



Please sign to say you accept your contact details to be held by the FOSJ Committee.

Declaration

I..... have read the FOSJ Code of Conduct.

I understand by signing this declaration that I will comply with its requirements.

Signed:

Date: ____ / ____ / 20__