



## West Byfleet Infant School Parents and Friends Association Code of Conduct

### **Introduction:**

This Code of Conduct applies to all committee members of West Byfleet Infant School Parents and Friends Association. It outlines our shared commitment to professional and ethical behaviour and complements the PFA's Legally-binding constitution. To ensure the success and integrity of the PFA, all members are expected to adhere to these guidelines during any activity carried out on its behalf.

### **Code of behaviour:**

- **Membership:** Any parent or guardian of a pupil at West Byfleet Infant school, as well as all school staff, are considered PFA members with a vested interest in enhancing pupils' school experience.
- **Voluntary service:** Participation is voluntary and must not be pursued for personal gain.
- **Best interests:** Members must act in the best interests of the PFA and the school.
- **Constructive participation:** Positive and relevant contributions to meetings are encouraged.
- **Respect & inclusivity:** All members have the right to be heard and must respect differing opinions.

**Responsible communication:** Members should communicate respectfully at all times.

If you wish to bring attention to a situation or make a complaint about a member's behaviour, please contact the PFA Chair / Co-Chairs directly. Alternatively, you should contact the school headteacher on [head@wbis.org.uk](mailto:head@wbis.org.uk)

**School-related matters should be directed to the school office or headteacher.**

**Social media:** Members will be respectful of each other, the association and the school when using social media. Grievances between the committee, association and school should be discussed with relevant persons rather than through social media platforms

**Response times:** Emails to the PFA may not receive immediate replies. Committee members volunteer in their free time. All queries will be discussed by the committee and may be added to the next meeting agenda

**Decision-making:** The committee operates according to the PFA's constitution. Decisions are made by majority vote of elected members. Consultation with the wider membership may occur, but the committee's decision is final.

**Confidentiality:** Matters of a confidential nature (especially those involving individuals) must be discussed only within closed committee meetings. Confidential details will be redacted from minutes when necessary.

**Conflict of interest:** Any member with a conflict of interest must declare it and step back from related discussions

**Respect for property:** Members are expected to treat school and PFA property and one another's belongings with respect.

**PFA assets:** All documents and items related to PFA work are PFA property. Upon leaving, members must return all relevant materials to the committee.

**Breach of conduct:** If a member's behaviour violates this code or harms the reputation of the PFA or the school, the committee reserves the right to remove that member from future involvement.

**Policy review:**

This policy will be reviewed annually by the West Byfleet Infant School Parents and Friends Association committee to ensure it continues to Support both the organisation and its volunteers effectively.

**Signatures:**

Approved and adopted by the committee of West Byfleet Infant School Parents and Friends Association

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated:        /    /

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated:        /    /