PTFA Volunteer Code of Conduct

Organisation: St Mary of Charity Primary School PTFA

Effective Date: [Date]

This Code of Conduct outlines the expected standards of behaviour and professionalism for all Parent-Teacher-Friend Association (PTFA) volunteers. By volunteering with the PTFA, you agree to uphold these standards, ensuring a positive and safe environment for our students, staff, and wider community.

1. Commitment to Safeguarding

All volunteers have a responsibility to promote the safety and welfare of children.

- **Priority:** The safety and wellbeing of all students is the highest priority.
- **Following Policy:** Adhere strictly to the school's safeguarding policies, privacy policies, and any specific volunteer guidelines provided by the school administration.
- **Reporting Concerns:** Immediately report any concern, suspicion, or disclosure relating to a child's welfare or safety to the designated School Safeguarding Lead or a Co Chair of the PTFA.
- **Appropriate Interaction:** Interactions with students must always be appropriate, professional, and within line of sight of school staff or other authorised adults.

2. Professionalism and Integrity

Volunteers represent the PTFA and the school community. Maintain high standards of professionalism and integrity in all PTFA-related activities.

- **Confidentiality:** Treat all sensitive school information, including details about students, families, staff, and financial decisions, with strict confidence. Do not discuss confidential matters outside of official PTFA meetings.
- **Respectful Communication:** Communicate with Members (PTFA members and school staff), parents, students, and the public respectfully and courteously. Use constructive and positive language.
- **School Rules:** Adhere to all school rules and regulations while on School Premises, including sign-in procedures and designated parking areas.
- **Transparency:** Conduct all financial and fundraising activities transparently, ensuring accurate recording and reporting as directed by the PTFA Treasurer.

3. Collaboration and Teamwork

The PTFA succeeds through collaborative effort.

- **Punctuality:** Arrive on time for agreed activities, meetings, or events. If you are unable to attend, notify the relevant coordinator or Co -Chair as soon as possible.
- **Role Clarity:** Understand and work within the limits of the volunteer role agreed upon. Seek guidance from the PTFA committee or school staff if unclear about a task.
- **Conflict Resolution:** Address disagreements or concerns constructively and privately with the PTFA committee or relevant Co- Chair rather than publicly or during an event.
- **Inclusivity:** Actively promote an inclusive environment, welcoming and respecting all members of the school community regardless of background, belief, or role.

4. Financial Responsibility

Handle PTFA funds responsibly and ethically.

- **Handling Money:** Follow designated procedures for collecting, recording, and banking money raised at events. Never handle large sums of cash alone or without proper documentation or receipts.
- **Authorised Spending:** Do not incur expenses on behalf of the PTFA without prior written approval from the PTFA Treasurer or Co-Chair.
- **Use of Resources:** Ensure that all PTFA resources, equipment, and assets are used solely for PTFA purposes and handled with care.

5. Non-Compliance

Breaches of this Code of Conduct will be reviewed by the PTFA Committee. Depending on the severity of the breach, actions may include:

- Informal discussion and guidance.
- Formal warning.
- Suspension or permanent removal from volunteering duties with the PTFA.

By signing below, I acknowledge that I have read, understand, and agree to abide by the PTFA Volunteer Code of Conduct.

Volunteer Name: _____

Signature: _____ **Date:** _____