

Parentkind

Bringing together home & school

Code of conduct

What is a code of conduct?

A code of conduct provides clear guidelines relating to behaviour, ensuring members behave in a professional manner and everyone is treated with respect. It sits alongside your constitution and supports your charitable objectives.

Why would we need one?

A code of conduct can strengthen the PTA and school community by fostering a caring environment and effective relationships between parents, students and staff. Having your expectations clearly documented can be a useful tool if you ever need to resolve conflict between members.

Example Code of Conduct with guidance notes

1. Introduction

Aim of the code of conduct and who it applies to.

2. Commitments

Members' rights and responsibilities.

3. Dealing with complaints

How the PTA will respond to complaints and resolve breaches of conduct.

4. Date code of conduct agreed

Signed and dated at the meeting where your code of conduct is agreed. This can be a committee meeting.

Guidance notes

1. Introduction. The purpose of your code of conduct.

- Members' behaviour is reflective on the PTA and school community
- Foster a caring community
- Ensure everyone is treated with respect
- Your objectives and values
- Define who your members are
- Applies to all interactions - face-to-face, email, social media etc.

2. Commitments. The behaviour expected of your members, their rights and responsibilities, for example:

- Treat others with dignity and respect
- Be inclusive and reflective of the school community
- Be transparent and open
- Follow the same professional expectations as school staff
- Demonstrate fairness and do not expect, or seek preferential treatment or financial/material benefit as a consequence of PTA membership
- Be a good example and promote volunteering as a positive way to contribute to the school and the education of the children
- Respect confidentiality
- Follow the agreed procedures for handling funds
- Follow the rules of the PTA constitution
- Committee members will accept their share of collective responsibility for decisions made, even if a decision is at odds with their own vote.

3. Complaints. All members are entitled to raise concerns about safety or an individual's behaviour in relation to PTA activities.

- Address your complaint to the PTA committee who will discuss your concerns and respond in line with the constitution
- Complaints/concerns will be treated in confidence
- A right of reply will be given before any action is taken.

An internet search will bring up lots of good examples from other PTAs, and a further example can be found in the resources section on this page (see below).

Key points

- This Code of Conduct binds both committee and non-committee members.
- Guidelines describe the basic expectations for behaviour, professionally and ethically.

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