

Code of Conduct and Policies

The Trinity PFA is an independent voluntary organisation. Our purpose is to support the school in improving and augmenting the facilities already in place.

The object specified in our constitution:

The advancement of education for the public benefit at Trinity C of E/Methodist Primary School, Buckshaw Village, Chorley by providing opportunities for parents and staff to work together in securing financial assistance for the development of the school's facilities and teaching resources.

Trinity PFA additional objectives:

- to provide a pathway for parents to be involved in supporting the school.
- to provide financial assistance for the development of the school's facilities and teaching resources.
- to stimulate an active interest in the life of the school,
- to promote a working partnership between parents, staff, pupils and the wider community,
- to work closely with local and national business partners,

The Association plays a significant role in building the community spirit of the school. The events and functions the PFA organise, provide an opportunity for parents and staff to work together to create a communal family.

In order to achieve our purpose, Trinity PFA will:

- Raise money from PFA events which are transparent, safe and well-managed.
- Ensure all PFA profit is spent on improving the experiences of pupils at Trinity C of E/Methodist Primary School.
- Ensure that all committee members declare any interests that conflict with the PFA purpose.

Holding events and dealing with finance means that there are risks that need to be managed and mitigated. Trinity PFA has therefore decided to adopt the following policies and procedures to ensure that our purpose is achieved, namely:

1. Code of Conduct
2. Risk Management (Physical)
3. Risk Management (Financial)
4. Conflict of Interests
5. Data Protection (GDPR): Parents and Pupils
6. Data Protection (GDPR): Committee Member and Volunteers
7. Electing New Committee Members
8. Safeguarding Children
9. Privacy Policy for website
10. Social Media Policy
11. Volunteer Policy

Members of Trinity PFA Committee have agreed the policies and procedures.

The Trinity PFA will review the policies annually.

Amendments will be made on a simple majority of the Committee and in the event of a tie the Chair will have a casting vote.

Code of Conduct

The following code of conduct sits alongside our constitution and helps support our objectives by ensuring that the committee behaves in a professional manner and that everyone is treated with respect.

The code describes the basic expectations for behaviour and the importance for all committee members to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document.

In order for the Trinity PFA to function successfully it is essential that all members agree to the code while acting in association with the PFA.

The Code

- All work done on behalf of the PFA is voluntary and is done for no personal gain.
- All members will act in the best interest of the PFA and the school and will strive to uphold the reputation of those who work in it.
- 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.
- The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members.
- All members to promote volunteering as a positive way to contribute to the school and the education of the children.
- All members must respect confidentiality.
- All members must follow the agreed procedures for handling funds: specifically to cash belonging to the PFA.
- All members will accept their share of collective responsibility for decisions made, even if a decision is at odds with their own vote.
- 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, Names will be blacked out of the meeting minutes, if necessary.
- 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 must respect the School and personal property.
- All members are entitled to raise concerns about safety or an individual's behaviour in relation to PFA activities.
- All paperwork and assets relating to the PFA are the property of the PFA, and not that of the individual. When leaving the PFA a member should return any relevant paperwork or assets to the PFA Committee.
- Should it be deemed by the committee that any member has disregarded this code, or their actions have brought the PFA or the school into disrepute, the committee has the right to exclude that member from future involvement.

Risk Assessment (Physical)

The Trinity PFA Committee will decide, by simple majority, which events will take place in any school year. In the event of a tie the Chair will have the deciding vote. In accordance with the PFA purpose it is important that risks at any event are removed or minimised.

Health and safety are key considerations for the PFA. Before putting on any event one or more members will carry out a full risk assessment or an event safety plan providing a record of its findings that can be produced in the event of an incident. The extent of the assessment will depend on the nature of the event.

Trinity PFA has a duty of care to show that:

- It undertook a comprehensive check.
- It sought advice taken from the school/venue and local authority (if applicable).
- It identified who might be affected.
- Appropriate steps to deal with hazards were agreed.
- Precautions to reduce the risk were understood and any remaining risk was low.
- All Committee members are aware of the process.

Assessing the Risks at a PFA event

Step 1: Note how many people will be assisting or attending the event.

- Arrange to see the venue.
- Make a note of what might reasonably be expected to cause harm and talk the preliminary findings through with the rest of the committee.
- Arrange to meet with the person who is responsible for Health and Safety at the school or venue and discuss the event with the caretaker.

Step 2: Decide who might be harmed and how:

- PFA Committee members. Pupils. School staff. The general public.

In each case identify how the person(s) might be harmed i.e. what type of injury might occur. For example, children on a bouncy castle might fall off and injure themselves.

Step 3: Evaluate the risks, decide if they are acceptable, and agree the precautions needed.

The law requires you to do everything reasonably practicable to protect people from harm.

Step 4: Record the findings and implement them e.g. 'members of the public may trip over rubbish - black sacks will be strategically located and PFA Committee members will remove and replace at frequent intervals'.

Step 5: Review the assessment and update.

Risk Management Financial

Trinity PFA Committee is collectively responsible for its finances and must formally agree to any project.

Trinity PFA Committee agree to:

- Meet their legal duties to safeguard the charity's assets for the school.
- Administer the charity's finances and assets in a way that identifies and manages risk.
- Ensure the quality of financial reporting, by keeping adequate accounting records and preparing timely and relevant financial information.

It is the responsibility of the Treasurer and Assistant Treasurer to ensure that all financial transactions are presented and recorded correctly.

The PFA Committee and volunteers agree to work within the financial controls set out in the policy to;

- Protect the Trinity PFA assets.
- Identify and manage the risk of conflicts of interest, loss, waste, bribery, theft or fraud.
- Ensure that financial reporting is robust and of sufficient quality.
- Ensure that the trustees comply with charity law and regulation relating to finance.

Money Authorisations

The following controls will be applied when managing the money raised by the PFA:

- All purchases over £50 must be agreed by at least 2 Trustees before they are made.
- All purchases over £250 should be presented in advance and agreed by the committee prior to purchase.
- All donations to the school shall be approved by at least 2 Trustees either at Committee meetings or via email and have the Request for Funds form completed as supporting evidence of the funds used.
- All donations will be tracked and recorded by the Committee for the annual audit.
- All expenses must be submitted via e-mail or in writing to The Treasurer or Assistant Treasurer and approved by two trustees prior to payment.
- All expenses will be logged, approved and paid with records kept for annual audit.
- There will be no payment of expense claims to Committee members for petrol, telephone or childcare costs incurred when organising PFA events.
- All other purchases including stationery costs will be paid when accompanied by receipts if they have been agreed in principle by the Trustees.

Bank Account Management

The bank account will be maintained according to the following rules:

- The bank mandate shall require two out of three signatories for all outgoing transactions.
- The Treasurer is authorised to operate the bank accounts and will retain passwords for electronic banking.

- The Treasurer or Assistant Treasurer shall make a regular review of the deposits and investments within the current account and report to the Chair on a monthly basis.
- Weekly bank reconciliations will be performed by the Treasurer or Assistant Treasurer for record keeping and audit purposes.

Handling Cash

There are extra rules for the handling of cash due to the difficulty of tracking transactions:

- A maximum of £204 will be held in petty cash and be used to provide the float for future events.
- Floats used for each event will be logged by and provided by the Treasurer or Assistant Treasurer or Chair and recovered from cash takings.
- All money receiving activities being run at events should complete a Cash Handling form at the close of the event. This should be counted and signed by two people.
- All cash at the end of events should be handed to the two nominated PFA members* at the event.
- After each event, there will be a minimum of three nominated PFA members* (Treasurer/ Assistant Treasurer/ Chair) counting cash on-site after the event.
- Money from events will be banked in full within the next banking working day by two people.
- When taking cash from the event the locked cashbox should be with the Chair or Treasurer and the key with the alternative party.

Accounts and Recording Transactions

The Treasurer and Assistant Treasurer shall keep copies of all records and the accounts up to date in order to produce accurate reports for the Committee and to keep track of cash and bank balances:

- After each event, the Treasurer or Assistant Treasurer will produce and circulate to the Committee an overview of the event income and expenditure.
- The Treasurer will make arrangements for a simple audit/independent examination of the accounts at the end of the financial year. This should be a financially competent person or local accountant, who is not on the Committee.
- The Treasurer shall record the flow of money into and out of the PFA bank account.
 - All the money received by the PFA must be recorded, no matter how small the amount may be. The full income figure should be recorded and not netted against any expenditure.
 - All payments must be accompanied by an invoice from the supplier or expense claim for and paid by bank transfer, recorded and the receipt should be produced before the payment is made.
 - All payments must be approved by two authorised persons prior to paying.
 - No payments should be at events from the cash income generated as this bypasses the authorisation process.
 - Bills must be paid when they are due.
 - Donations to the school must be recorded and broken down into general headings so that everyone knows what the money was used for.

*nominated PFA members must not be from the same family

Spending Funds

To ensure that the profit Trinity PFA makes is spent on items or services that improve or augment the facilities at Trinity C of E/Methodist Primary School for the benefit of all pupils, the PFA will allocate funds supporting requests from the school Senior Management Team to primarily:

- Supporting faculty requests from pupils and teachers.
- Subsidise school trips.
- Subsidise events for the school that enhance pupils learning experience.
- Support new pupils and pupils leaving the school.

Requests from the Senior Management Team will be made to the Chair of the PFA. The request will then be discussed and voted on by the Committee.

Where the PFA agrees to provide funds, the requester will be informed by the Chair and then the Treasurer will release the money to the school bursar.

PFA will provide updates to the children and parents on what the money raised was used for.

Conflict of Interest

At any Trinity PFA Committee meeting which agrees expenditure members will be reminded of the Conflicts of Interests policy and asked to declare any such conflicts before decisions are reached.

As a trustee you must make decisions based only on what's best for your charity. Do not allow your personal interests, or the interests of people or organisations connected to you, to influence these decisions.

Identify conflicts of interest

There are 2 common types of conflict of interest: financial conflicts and loyalty conflicts.

Financial conflicts

These conflicts happen when a trustee, or person or organisation connected to them, could get money or something else of value from a trustee decision.

They do not include a trustee's expenses – for example, for going to a charity meeting.

Some common examples

Financial conflicts for a trustee happen if your charity is deciding whether to:

- pay the trustee for doing their trustee role (more than their expenses)
- employ or pay the trustee, or their relative, for some work at your charity, or its trading company
- sell, loan or lease charity assets (land or anything else the charity owns) to the trustee
- buy, borrow or lease charity assets from the trustee
- buy goods from a business owned by the trustee

It still counts as a conflict, even if your charity would get a good deal for its money.

Loyalty conflicts

These conflicts are not about money or other trustee benefits. They happen when, for other reasons, a trustee might not be able to make decisions that are best for the charity.

Some common examples

They can happen if the charity's decision involves a person or organisation linked to a trustee. For example:

- the trustee's employer
- another charity where they are a trustee

- the organisation that appointed them as a trustee
- their relatives or friends

There can be a conflict because the trustee's responsibility (or loyalty) to the other organisation or person could compete with their responsibility to the charity.

Conflicts can affect all types of charities. But you must identify and deal with them properly.

All of you must do this, not just the trustee with the conflict. Otherwise, you will not meet your joint legal responsibility to make decisions:

- based only on what's best for your charity
- without influence from your personal interests

The Trinity PFA Committee understands that it is our duty to make decisions that are in the best interests of the PFA. We know that where any of us hold a personal or other interest, this will stop us from achieving this duty and acting in the best interests of our PFA. Our PFA Committee takes the following steps to identify and deal with any conflicts of interest.

We ask all Committee members to declare any conflict of interest:

- When they are newly appointed.
- At every Committee meeting where expenditure is to be agreed.
- Whenever a Committee member becomes aware of a conflict of interest.

Any conflicts will be noted in the committee meeting minutes.

Any Committee member with an identified conflict is asked to withdraw from any discussion of and/or vote on that issue. Where conflicts of interest arise, we detail in the minutes of the Committee meeting how this is addressed.

Where possible, our PFA works to make sure there is a good mix of parents that are involved in our cause. This stops any one part of the school from being overly represented.

Where decisions may favour a year group, subject area or particular aspect of the school over others, we ensure that we have specifically consulted (school, governors, members) as we see fit to ensure this is appropriate; and over a period of time, we ensure that all aspects of the school benefit and that this benefit is close to being equal.

We review this policy annually (in advance of our AGM) and make it available via the school and PFA website, so they understand how the Committee is operating in the best interests of the PFA.

GDPR Policy- Pupils and Parents

Trinity PFA have due regard for our duties under the Data Protection Act 2018.

Through the delivery of this Policy we will ensure that we: eliminate discrimination, advance equality of opportunity and foster good relations. We will use all information with discretion and for the purpose for which it is intended.

Privacy Notice for Pupils and Parents - How We Use Your Information

How we Use Your Information

Introduction

This notice is to help parents understand how and why Trinity PFA collects your personal information and what we do with that information. It also explains the decisions that you can make about the information.

We are giving you this notice because you can exercise your data protection rights for you and your child.

If you have any questions about this notice, please email trinitybuckshawpfa@gmail.com

What is "personal information"?

Personal information is any data relating to a person that can be used as an identifier, such as name, address, email address.

How and why does the PFA collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from.

What we use your information for?

Our primary reason for using your information is to keep you up-to-date with PFA events. Other ways in which we use your information:

- Emailing you about volunteering (if you have previously volunteered).
- Use photographs or videos of you or your child for our websites and social media sites.
- Year 6 Leavers Books.
- Year 6 Hoodies.
- Safeguarding purposes such as the disco(s).
- Delivering uniform.
- Book fair orders.

Where has this information come from?

You!

- Social media accounts such as our Facebook page, our volunteers page etc.
- Order forms
- AGM
- Questionnaires
- Emails
- Uniform orders
- Book Fair orders
- Xmas4Schools orders

Who do we share information with?

We do not share any information outside of the committee members unless we have got explicit permission. An example for this would be the Year 6 hoodies where we use an outside agency/company to produce them and the X-mas for Schools orders.

For how long do we keep your information?

We keep your information for as long as we need to usually till your child leaves school.

What decisions can you make about your information?

From May 2018 you are be able to make various decisions about your (and your child's) information. Some of these are new rights whilst others build on your child's existing rights.

Your rights are as follows:

- if information is incorrect you can ask us to correct it.
- you can also ask what information we hold about you and your child and be provided with a copy. We will also give you extra information, such as why we use this information about your child, where it came from and what types of people we have sent it to.
- you can ask us to delete the information that we hold about you and your child in certain circumstances. For example, where we no longer need the information.
- you can ask us to stop using images at any time, in which case they will not be used in future publications but may continue to appear in publications already in circulation.
- our use of information about you or your child may be restricted in some cases. For example, if you tell us that the information is inaccurate, we can only use it for limited purposes while we check its accuracy.

Further information and guidance

This notice is to explain how we look after your personal information. The PFA can answer any questions which you might have.

Please speak to the PFA if:

- you object to us using your information for marketing purposes e.g. to send you information about PFA events, photos that maybe on our social media accounts or website. We will stop using your information for marketing purposes if you tell us not to; or
- you would like us to update the information we hold about your child; or
- you would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your personal information, you can contact the Information Commissioner's Office: ico.org.uk

Trinity PFA

Registered Charity: 1174686

Data Protection – Committee Members and Volunteers

As Trinity PFA only holds personal data for the purposes of membership or for providing and administering activities for members then we recognise that we are exempt from registering as a data controller. The fact that the PFA holds personal data on Committee and/or members does however imply we have a duty to use this information responsibly.

Legitimate Reasons for Data Being Held

The PFA will only hold information about members in these circumstances:

- The Secretary holds a list of all volunteers that wish to be sent a copy of the meeting minutes or are willing to be asked to volunteer at events.
- The Treasurer submits the personal details of the Trustees (Chair, Secretary, Treasurer and Headteacher) to the Charity Commission and they assume responsibility for securely holding this data.

Ensuring Responsible Use

The PFA will ensure that the information it holds is subject to the following controls:

- Data will be deleted when no longer required either because the member has left or has asked to be removed from the volunteer lists.
- HMRC rules for gift aid require that we hold onto donor details for six years following the end of the accounting year in which the last donation occurred and at this point the PFA will destroy the forms holding personal financial data.
- Members will be aware that we hold this information because they have voluntarily supplied it when filling in PFA forms or sign-up sheets.
- Forms which request personal information will have a tick box. If they are happy for their details to be kept on record, then they will voluntarily accept.
- No data held on members will be passed onto third parties outside the Committee and will only be shared within Committee on a need-to-know basis.
- Data on hardcopy or softcopy forms will be held securely as far as reasonably possible.

Electing New Committee Members

As Trustees we agreed the process for electing new committee members.

- All committee members must have a clear and definable link to the school / PFA.
- New committee members must express why they wish to join and how they can help the PFA.
- Independent vote verification by a member of the audience.
- In event of a tie the chair has the deciding vote (they vote again).
- Existing committee member must be present to vote.
- Trustees will review this process annually a minimum of 3 months before the AGM.

Trinity PFA Safeguarding Policy

This applies to all committee members, volunteers, outside agencies (e.g. First aid, DJ etc) or anyone working on behalf of Trinity PFA.

The purpose of this policy:

- To protect children and young people who attend PFA events
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

Trinity PFA believes that a child or young person should never experience abuse of any kind. We have the responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children.

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some children are additionally venerable because of the impact of previous experiences, their level of independence, communication needs to other issues

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them.
- Adopting child protection and safeguarding practices through procedures and a code of conduct for volunteers ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- All trustees must have a valid DBS certificate.
- All committee members are asked to complete Lancashire County Councils Safeguarding Course.

Should any cause for concern arise, the member should notify the designated safeguarding person who will then, in turn, notify the Headteacher as soon as possible.

Designated Safeguarding Person: Tracy King (Chair)

Trinity PFA Privacy Policy (Website)

Our Approach

Trinity PFA takes the privacy of its users seriously. Below we set out our privacy policy which governs the way in which we process any personal information that you provide to us. If we decide to change our privacy policy for the website, we will post those changes here so that you will always know what information we gather, how we might use that information and whether we will disclose it to anyone. You can access our home page and browse our site without disclosing your personal data, apart from the information collected by cookies that we use.

Who May Process Data

Personal information will only be collected with your consent. Your personal information (which includes your name, email address and any other details you provide to us which identify you as an individual) will be processed only by us.

Purpose Of Processing

We will use your information for the purpose of administering our relationship with you, such as fulfilling orders placed by you and processing any other transactions authorised by you. Your personal information shall not be used for any other purposes and shall not be disclosed to any other organisations.

Security Measures

Payment

We accept payment by Credit Card, Debit Card and PayPal. We shall not process any School wear orders until we receive confirmation of payment.

Your Payment Card is debited at the time of placing your School wear order

Access to Your Personal Information

You have a right to request a copy of the personal information the company holds about you and to have any inaccuracies corrected. Please address requests to trinitybuckshawpfa@gmail.com

Children

We do not intentionally collect personal information from children without prior permission from parents or guardians. We urge children under 18 years of age to check with their parents or guardians before using the internet, as usage will often result in personal information being collected.

Please also refer to the GDPR – Parents and Pupils Policy.

Social Media Policy

This policy explains how our Trinity PFA uses social media. It is available and applies to all members of our association.

Details of the social media used by our association

Facebook and Twitter

Access to the social media used by our association

Trinity PFA page is set up a Charitable organisation. It can be accessed by any Facebook user without permission being given by Trinity PFA. The page only accepts postings from Tracy King (Admin) and Jo Pollard (Editor). The page accepts comments and private messaging.

Trinity PFA also has a Twitter presence. This allows anyone with an interest to follow us and respond to one of our tweets.

Trinity PFA does not encourage inappropriate use of social media by children.

How this is used by our association

Trinity PFA uses its Facebook group exclusively for the running of the association. It is used to communicate with members, promote events or elements of events, to recruit volunteers to support the PFA's activities, thank local supporters.

Usage that is not permitted

The Facebook group of Trinity PFA does not allow any personal correspondence between members, is not intended for discussing any aspect of the school other than the PFA and its activities and should not be used to promote any business other than where this is done for the benefit of the PFA and with its permission. Inappropriate posts, including any derogatory comment, can and will be removed by the administrator and the PFA retains the right to ban any user who continues to make inappropriate use of the group.

Photographs

Users can not post photographs direct to the page but can message them direct to the PFA during an event for competition entries or for promotional purposes. However, it is explicitly assumed that anyone messaging a photograph will own the rights to the image and will have the permission of anyone featured to do so. Trinity PFA accepts no responsibility regarding ownership or permissions for any photographs messaged by members of the group.

Application of this policy

By using the Facebook group of Trinity PFA, you are accepting the terms of this policy. If you do not agree with any of the terms, please remove yourself as a member of the group.

Availability of this policy

This policy is publicly available through the website at TrinityPFA.com.

Volunteer Policy

Introduction

The Trinity PFA is an independent voluntary organisation. Our purpose is to:

- support the school in improving and augmenting the facilities already in place.
- provide a pathway for parents to be involved in supporting the school.
- provide financial assistance for the development of the school's facilities and teaching resources.
- stimulate an active interest in the life of the school,
- promote a working partnership between parents, staff, pupils and the wider community,
- work closely with local and national business partners.

The PFA fundraises through a series of events in the school calendar. Some of the main events are listed below.

- Summer Fair
- Christmas Fair
- Discos
- Movie Nights
- Easter Bingo
- Quiz Night

Without volunteers, the PFA would not be able to put on these events and raise funds for the school.

Recruitment

Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of pupils and bring new ideas and fundraising suggestions to further increase the school funds.

Our volunteers include:

- Members of the Governing Body
- Parents/relatives of pupils
- Teaching staff
- Local businesses
- Community Groups
- Local people

The types of activities that volunteers engage in, on behalf of the school, include:

- Running stalls at fundraising events
- Selling drinks and refreshments
- Arts & Crafts
- Face Painting and Hair Braiding
- Co-ordinating/hosting children's games
- Santa and Elves

Volunteers are recruited via our Facebook page or the school app. We also have a dedicated volunteers Facebook page which is a closed group.

Selection of volunteers and expectations

Volunteers will be selected on their experience, qualities, skills and needs when deciding about the allocation or roles at each specific PFA event. All volunteers should agree to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promote the interests of the school. All committee members are asked to agree to abide by the terms and conditions set out in the relevant PFA policies.

Expenses

Any items bought for any PFA event by a volunteer, that have been agreed in advance with a PFA committee member, will be reimbursed by the committee once a receipt/proof of purchase has been received.

Supervision and Support

A member of the committee is assigned to each area of the event e.g. games, refreshments etc and therefore will be responsible for the volunteers in that area. If a volunteer raises an issue about work undertaken or requires help, the committee member will be there to support. Volunteers will not be left alone with children. The volunteer's role will be made clear. Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in. As a PFA, we value the work of volunteers in school and to demonstrate this we aim to show appreciation for the volunteer's work.

Insurance

Trinity PFA has Public Liability Insurance with Zurich. Policy Number: XAO-272093-5913. This is covered under our Parentkind membership.

Health and Safety:

Trinity PFA has a Risk Assessment (Physical) Policy and volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated PFA committee member. A risk assessment or event safety plan will be devised for each event.

Complaints Procedures

Any complaints made about a volunteer will be referred to the Chair of the PFA for investigation.

Confidentiality Statement

Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers will maintain confidentiality at all times. Any concerns that volunteers may have about the pupils they come into contact with should be voiced with the designated safeguarding officer and NOT with the parent(s) of the child.

The experience, qualities, skills and needs of any volunteer will be considered when deciding about the allocation or roles at each specific PFA event

Any volunteers should agree to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promote the interests of the school. They will be asked to agree to abide by the terms and conditions set out in the relevant PTA policies which they will be

Please sign below if you agree to the term and conditions of **all** the policies enclosed.

The policies reviewed on 19th October 2020