

West Winch Primary School HSL

Code of Conduct



Introduction

This Code of Conduct binds both committee and non-committee members of West Winch Primary School Home School Link (HSL).

These guidelines describe the basic expectations for behaviour and the importance for all members to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document.

In order for the HSL to function successfully it is essential that all members agree to follow these guidelines while acting in association with the HSL.

The Code

Any parent or carer of a pupil attending West Winch Primary School and all members of school staff are deemed to be members of the HSL, with the vested interest in enhancing the school for all pupils.

- All work done on behalf of the HSL is voluntary and is done for no personal gain.
- All members will act in the best interest of the HSL and the school.
- 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.
- All members will treat others with dignity and respect.
- All members will be inclusive and reflective of the school community.
- All members will be transparent and open.
- All members will be a good example and promote volunteering in a positive way to contribute to the school and education of the children.
- All members have the right to communicate together responsibly. All communication should be through the email address: **office@westwinch.norfolk.sch.uk** or through Facebook. Any matters relating to the school, should be directed to the school office at all times.
- Any items emailed through to the HSL or via Facebook may not be answered immediately. All committee members work on behalf of the HSL on a voluntary basis, in their free time and may not

be able to address issues straight away. Any query raised will need to be discussed by the committee and if necessary will be added to their next meeting agenda.

- 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. The committee may from time to time consult with the wider membership; however the committee's decision is final.
- All members must ensure that any material or discussion of a confidential nature is confined to the meeting, attended only by elected committee members. If it is essential to include names following a confidential discussion, these 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 are entitled to raise any concerns about safety or an individual's behaviour in relation to HSL activities. All concerns will be treated in confidence. If needed, the chair may need to look into any concerns outside of the meeting time, a meeting will be called to resolve any matters and a right to reply will be given before any action is taken.
- All members must respect the School and personal property.
- All paperwork and assets relating to the HSL are the property of the HSL and not that of the individual. When leaving the HSL a member should return any relevant paperwork or assets to the HSL Committee.
- Should it be deemed by the committee that any member has disregarded this code or their actions have brought the HSL or the school into disrepute, the committee has the right to exclude that member from future involvement. The procedure for removal of an HSL member or HSL committee member is stated in the constitution. A committee member is removed by a resolution passed by a majority of other committee members. Removal is not effective until the committee member concerned has been notified in writing of the proposal and their right to respond within 14 clear days, and the matter has been considered in light of any representations made.

This Code of Conduct is agreed by:

Name: _____

Date: _____

Signed: _____