

Stoborough Primary School PTFA

Safeguarding Policy

May 2018

Introduction

This Safeguarding policy has been written to provide guidance for all trustees and members of Stoborough CE VA Primary School PTFA. This safeguarding policy is intended to cover the activities of the PTFA, recruiting of trustees, enlisting of support or services from third parties, and to form part of the broader framework of governing policies, codes and regulations which also affiliate with the school's own policies. In order for the PTFA to function successfully it is essential that all members agree to follow this policy while acting in association with the PTFA.

The Policy

General Conduct

- 1) Safeguarding is a key governance priority for all charities, not just those working with groups traditionally considered at risk.
- 2) The aim of this Policy is to proactively safeguard and promote the well-being and welfare of the beneficiaries (all pupils of Stoborough CE VA Primary School).
- 3) We (The trustees and Members of the PTFA) must take reasonable steps to ensure that beneficiaries and others who come into contact with the charity do not come to harm.
- 4) The purpose of the PTFA is to assist the school in raising funds for the school and facilities for the betterment of the pupils of Stoborough CE VA Primary School, and in doing so, members may come into contact with pupils and staff. It shall be standard policy that all PTFA activities carried out on school premises are conducted jointly with members of the school staff and at all times under the discretion and authorisation of the Headteacher.
- 5) If any event arises that requires any member of the PTFA to work unsupervised with children then that member must have current DBS clearance and the authorisation of the Committee and the Headteacher.
- 6) Any parent or guardian of a pupil attending Stoborough CE VA Primary School and all members of school staff are deemed to be members of the PTFA, with a vested interest in enhancing the school for all pupils.
- 7) All members must ensure that any material or discussion of a confidential nature is confined to the meeting, attended only by elected committee members.

- 8) All members will conduct matters on behalf of the PTFA strictly in accordance with PTFA rules and regulations and affiliated school policies and must have the consent of the Headteacher when engaged in any PTFA business on the school premises.
- 9) Any member engaged in PTFA business off the school premises must have the consent of the PTFA committee.
- 10) Should it be deemed by the committee that any member has disregarded this code or their actions have brought the PTFA or the school into disrepute, the committee has the right to exclude that member from future involvement. The procedure for removal of a PTFA member or PTFA committee member is stated in the constitution.
- 11) At no time are third party organisations or volunteers allowed to act on behalf of the PTFA on or off school premises without the express consent of the PTFA Committee / Headteacher, and if so, they shall conform to all PTFA and affiliated school codes and regulations.

Recruitment of New Trustees:

- 1) The Committee trustees must check that the candidates have not been disqualified from acting as trustees, and candidates are asked to confirm in writing that this is the case.
- 2) Candidates are asked to consider and declare any existing or potential conflicts of interest.
- 3) The Committee trustees and school Headteacher shall vote on any trustee appointment.

Policy prepared by:

Frank Gratton

Stoborough Primary School PTFA Chair.

Approved by the PTFA committee

Agreed and signed by:

Committee member	Role	Signature	Date
Frank Gratton	Chairperson		
Jennifer Street	Treasurer		
Joanne Gratton	Secretary		
Anne Derick	Co-opted member		