



SMA Code of Conduct

In being a member of the SMA everyone has the right to be treated with respect and kindness. They also have the responsibility to be respectful of and be sensitive to the feelings of others and to work within the SMA code of Conduct.

Our SMA Code of Conduct should be viewed as a means of strengthening our Committee and our school community. By accepting the role of Committee Member for the SMA you agree to the following:

GENERAL CONDUCT

All SMA members:

- Should work as volunteers and for no personal gain to themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage or work for.
- Must respect the privacy of school staff, children and that of other members as they carry out SMA activities.
- Must respect and work within school and SMA policies.
- Have the right to be heard and to communicate. They have the responsibility to listen and respect the ideas of others and to communicate calmly, clearly and responsibly. This responsibility includes communication via any technology including social media.
- Have the right to expect that their person and possessions are safe and secure. They also have the responsibility to respect school property and the property of other members.
- Will respect the decisions of the Committee even if that decision is at odds with their own decision.
- Are entitled to raise concerns about safety or an individual's behaviour in relation to any SMA activity. Any concerns must be brought to the attention of either the SMA Chair, SMA Committee or senior member of staff at the earliest possible opportunity.

COMMITTEE MEMBER ROLES & RESPONSIBILITIES

Committee members should:

- Understand and perform their roles and responsibilities to the best of their abilities, at all times.
- Conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the SMA or its volunteers.
- Exercise good judgement which may include seeking professional advice on appropriate matters on which you do not have relevant expertise.
- Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
- Always respect the authority of the Chairperson of SMA, and the Chairperson of any meeting.
- Bring a fair and open-minded view to all discussions, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of the SMA.

- Ensure their contributions are informed and impartial when presenting views on topics in meetings, while listening to and respecting the input and experience of other Committee members.
- Aim to support volunteers in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in the SMA should conduct themselves, in order to reflect the values of the SMA.
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoid giving offence.
- Committee members and sub committees must consult and report to the Chair on all activities undertaken on behalf of the SMA. The Chair has the right to veto or to over-ride any decisions if they are deemed to not be in the best interests of the SMA.

LEGAL REQUIRMENTS AND POLICIES

Committee members must:

- Act in accordance with the SMA's Constitution and any other policies agreed by the Committee.
- Ensure that claims for out of pocket expenses are made in accordance with our Financial procedures.

CONSEQUENCE AND RESOLUTION

- Should an SMA member disregard the above Code of Conduct or if a concern regarding safety or an individual's behaviour has been identified, the SMA Chair and \or Committee have the right to investigate such concerns.
- All concerns and investigations will be treated in confidence, however right of reply will be given to any member involved before any further action is taken.
- The Committee have the discretion to remove an individual from the SMA or the Committee, who's behaviour is deemed inappropriate, disruptive and in conflict with this Code of Conduct. Any removal will be dealt with as per Clause 3.5 of the SMA Constitution.

October 2024