



Good Shepherd Primary Academy PTA

Safeguarding, Code of Conduct & Risk Assessment Policy

Introduction

Welcome to the Good Shepherd Primary Academy PTA. This policy has been developed in partnership with the school to ensure all committee members, volunteers and helpers understand their responsibilities around safeguarding, conduct, and safe event planning. As a registered charity, we are required to operate safely, transparently and in line with legal and school-based safeguarding expectations. These guidelines protect children, support volunteers and help the PTA run confidently and consistently. If you have any questions, please contact one of the PTA Co-Chairs, Co-Treasurers or Co-Secretaries via the school office.

Why We Have a PTA

The PTA plays an important part in the life of the school, raising funds and creating opportunities that enrich children's education. The PTA strengthens relationships between home and school by bringing families, staff and friends together. All parents automatically become PTA members when their child joins the school, and everyone is welcome to get involved.

Charitable Status

As a charity, we must follow Charity Commission rules and the PTA Constitution. This ensures appropriate financial conduct, safe governance, transparent decision-making, and access to Gift Aid and grants.

Committee Structure

Our PTA committee consists of Co-Chairs, Co-Treasurers, Co-Secretaries and an Events Coordinator. The constitution requires a minimum of two committee members for the PTA to operate. The committee meets once per term, with working groups meeting as needed.

Annual General Meeting (AGM)

Held each autumn, the AGM allows parents and carers to hear updates on fundraising, spending, and elect committee members. Election rules are found in the PTA Constitution.

Support From Parentkind

As members of Parentkind, we benefit from event insurance, governance support, templates, and fundraising guidance.

Fundraising & Events

Most PTA income is raised through events such as uniform sales, cake sales, discos, movie nights and fayres. We welcome new event ideas and rely on volunteers to support them.



Funds raised are used as soon as possible to benefit children directly unless the school is planning a larger project.

Communications

We keep families informed through the school round-up, PTA web page, Facebook updates, WhatsApp group and notice board at the school entrance.

Safeguarding Summary

The safety and wellbeing of children is our top priority. All committee members must hold a DBS check. Volunteers must follow school sign-in procedures and report any safeguarding concerns to the PTA Chairs and DSL immediately. Each event must include safeguarding considerations within its risk assessment and first aid arrangements must be clear.

Code of Conduct

We aim to create a safe, respectful and positive environment. Children must behave safely and respectfully at PTA events. Parents and carers are responsible for their children. Volunteers may intervene or escalate issues to the event lead.

Event Safety & Risk Assessment

Every PTA event must have a risk assessment approved by the school. It must cover health & safety, safeguarding, supervision and first aid. Volunteers receive a safety briefing before each event. High-risk areas such as climbing frames may be restricted or supervised only.

APPENDICES

Appendix 1: Safeguarding Policy Statement & Guide for Members

1. The safety, wellbeing and protection of all children is our highest priority. The school maintains a range of safeguarding and health & safety measures, which the PTA follows.
2. The School Safeguarding Policy is reviewed annually by the Governing Body.
3. Designated Safeguarding Lead (DSL): Mrs Celine Toner. Deputy DSL: Mr James Barfield.
4. Safeguarding must be considered at every PTA event. Risk assessments will include safeguarding elements and be approved by the school.
5. PTA members visiting school during the day must follow visitor and sign-in procedures.
6. Any safeguarding concerns must be reported immediately to the PTA Chairs and the DSL. Confidentiality must always be maintained.
7. First-aid arrangements must be included in every event risk assessment, with clear procedures for responding to illness or injury.

Safeguarding & Volunteer Checks

- PTA members must consider the safety of children and vulnerable adults when planning and running events.
- Not all volunteers require DBS checks; it depends on frequency of contact.
- All PTA committee members must hold a DBS disclosure, recorded by the school.
- Safeguarding is the primary concern at all PTA events.

Appendix 2: Members' Code of Conduct

A safe community is built on respect, kindness and responsibility. This Code of Conduct ensures all PTA activities take place in a positive environment where children, parents and staff feel safe, valued and respected.

Members' Rights & Responsibilities

- Right to be treated with compassion and respect; responsibility to show the same to others.
- Right to be themselves; responsibility to treat others fairly and courteously.
- Right to be physically and emotionally safe; responsibility to maintain the safety of others.
- Right to be heard; responsibility to listen and communicate calmly.
- Right to communicate; responsibility to use technology respectfully.
- Right to have property respected; responsibility to respect school and personal belongings.
- Responsibility to maintain confidentiality when volunteering at events.

Behaviour at PTA Functions

Children must behave safely and respectfully at all PTA events. Parents are responsible for their children's behaviour and safety. Volunteers may intervene or escalate issues to the event lead.

Events on School Grounds – Safety & Risk Assessment

- High-risk areas, such as climbing frames, may be restricted or supervised only.
- All PTA events require a risk assessment approved by the school.
- Risk assessments cover safeguarding, health & safety, supervision and first aid.
- Event leads must brief volunteers before the event, including safety procedures, first-aid arrangements, and contact points for concerns.