Broomlands Primary School Parent Council

Parent Council

Governance Documents

CONSTITUTION

1. NAME

The name of the Parent Group will be "Broomlands Primary School Parent Council" (aka BPSPC).

2. AIMS & OBJECTIVES

The objectives of the Parent Council are:

- To create a welcoming school which is inclusive for all parents/carers.
- To promote partnership between the school, its pupils and all its parents/carers.
- To develop and engage in activities which support the education and welfare of the pupils.
- To identify and represent the views of parents on the education provided by the school and other. matters affecting the education and welfare of the pupils.
- To promote close co-operation and communication between parents/carers and school staff.
- To promote equality and fairness.
- To study and discuss matters of mutual interest relating to the education and welfare of pupils.
- To engage in activities which support and advance the education of pupils attending the school.

3. POWER & AUTHORITY

The Parent Council will have the power and authority to do anything considered by them to be in furtherance of the aims & objectives whilst observing that they are accountable to and are there to represent the views of the Parent Forum.

4. MEMBERSHIP

The membership will be a minimum of 10 members which must include a minimum of six parents/carers of children attending the school. The maximum size will be 25. Five qualified members of the Committee shall form a quorum. (No meetings can take place or decisions made unless there are 5 or more Qualified Voting Members present). Each and every Parent/Carer of a child at the school is automatically a member of the Parent Forum. Any Parent/Carer can become a Qualified Voting Member of the Parent Council after being nominated and seconded at the AGM and may be re-elected annually at the AGM until such time as their Children leaves the school. To become nominated, potential members can show an interest of intent to the school or any Member of the Parent Council. Becoming a qualified member will give the Parent/Carer a place of the General Committee and shall have one vote. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by vote at the AGM. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Parent Council. Any member of a sub-group may attend the Parent Council Meetings as long as they have Children at the school. The Head Teacher of the School (and/or his/her representative) has a right and a duty to attend Parent Council Meetings but does not have any Voting Rights. Anyone wishing to resign from the Parent Council should do so in writing to the Chairperson(s) giving at least 30 days' notice. A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council and their membership withdrawn. Members are expected to familiarise themselves and comply with the Parent Council's Constitution, Policies and Codes of Conduct.

5. OFFICE-BEARERS

The Office-bearers will be nominated and elected annually at the AGM. They will consist of Chairperson (or joint Chairpersons) who must be a Parent/Carer of a child at the School, Vice Chairperson, who must be a Parent/Carer of a child at the School, Secretary & Treasurer. Ideally the roles of Secretary and Treasurer should be filled by Parent Members of the Parent Council, however, if this cannot be successfully achieved, the Parent Council may appoint/employ the services of an external Clerk and or Treasurer to assist in the smooth running of the Parent Council. The Parent Council may pay a reasonable fee, as determined by the Parent Council, as well as any

appropriate and approved expenses to an employed Clerk and or Treasurer. Any fees in paid to a Clerk and or Treasurer will be paid in arrears in two instalments, one in March and the other in September.

The Role of the Chairperson(s) is to lead the Parent Council, successfully manage the meetings, liaise with the school, local authority and any other any external agencies as required, promote all aspects of the Parent Council including its aims and objectives and to prepare a Chairperson's Annual Report/Statement to be presented at the AGM. The Role of the Vice Chairperson shall be to deputise in the absence of the Chairperson(s). The Secretary/Clerk shall be responsible for keeping accurate minutes of all meetings which must be made available upon request to any member of the Parent Forum and to complete all administrative tasks to ensure the smooth operation of the Parent Council. The Treasurer shall be responsible for all financial affairs of the Parent Council, applying for and sourcing funding, managing the bank accounts, keeping accurate records of all the financial transactions, preparing financial updates and forecasts of expenditure for each Parent Council Meeting and preparing, along with an Independent External Examiner, the annual accounts to be presented at the AGM. Should any Office-bearer leave office prior to the next AGM, the Parent Council may appoint a replacement to carry out the duties without having to arrange an EGM. Office-bearers will be nominated and elected annually at the AGM.

6. EXECUTIVE COMMITTEE

The Chairperson(s) may at any time appoint an Executive Committee. This would be a reduced number of members given the ability and authority to make decisions on behalf of the Parent Council in emergency situations or where is not possible or practical to call a meeting. Decisions made and or business discussed by the Executive Committee must always be in the best interest of the Parent Council and or the school, a summary of which being recorded and reported back to the Parent Council at the earliest opportunity. The Executive Committee must consist of qualified voting members but the Chairperson (or Vice Chairperson in their absence) may appoint anyone who does not have voting rights to assist in any decision-making process on a consultancy/advisory capacity.

7. CO-OPTED/APPOINTED MEMBERS

The Parent Council may co-opt/appoint other members as required to assist it with carrying out its functions at any time. These co-opted/appointed members will not have any voting rights.

8. SUBGROUPS

The Parent Council may create Sub-Groups to assist with its aims and objectives, these Sub-groups should be headed up by a qualified member of the Parent Council but may include anyone appropriate. Each Sub-group must be able to provide an update or brief report of its activities at each Parent Council Meeting.

9. MEETINGS

Meetings may either be face to face at an appropriate location or electronic via an appropriate platform. Meetings will be held at least once per School Term and as much notice given but no less than 7 days. Five qualified members of the Committee shall form a quorum. (No meetings can take place or decisions made unless there are 5 or more Committee Members present). Copies of the minutes of all meetings will be available to all parents/carers of children and teachers at the School, requests for copies of the minutes should be made to the School Office. Meetings of the Parent Council shall be open to the Parent Forum, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Head Teacher, or his or her representative, can attend. Parent Forum Members will have voting rights at the AGM or any EGM. The AGM will be held on the third Thursday in September each year. The notice calling the AGM shall be sent to The Parent Forum at least two weeks in advance. EGMs may be called by the Chairperson(s), or at least six members of the Parent Council or at least 10 members of the Parent Forum. The General Committee Meetings shall always include a review of the last meeting minutes, Chairpersons Report, Head Teachers Report, Treasurers Report, including bank

balances and forecast of expenditure, any Correspondence via the Secretary/Clerk and an update from any Sub-groups.

10. VOTES AND RESOLTIONS

Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote – one vote as a Parent Council member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie. Parent Forum Members will have voting rights at the AGM and any EGMs. Each Parent/Carer will have one vote. Appointed Clerks or Treasurers that are employed to provide a service will have no voting rights. The Head Teacher (or other school representatives) does not have any voting rights, the exception would be where the Head Teacher/School Representatives have been formally nominated and elected as qualified members of the Parent Council due to being a Parent/Carer of a child attending the school.

11. FINANCIAL MATTERS

The Treasurer will open and manage a bank or building society account(s) in the name of the Parent Council for all Parent Council funds. Withdrawals & Cheques will require the signature of the Treasurer and one other nominated qualified member of the Parent Council. Should banking be done online over the internet, access to the account must be given to the Treasurer, Chairperson and one other qualified member of the Parent Council. The Treasurer will keep an accurate record of all income and expenditure, will provide a summary of this for each Parent Council Meeting and will prepare an annual report and a full account for the AGM, such accounts should be made available for inspection by members of the Parent Council and Parent Forum at least two weeks in advance of the AGM. The Financial Year shall end 31 July each year. The Parent Council accounts will be examined by an appropriately qualified independent external examiner appointed at the previous AGM. The Parent Council shall be responsible for ensuring that all monies and or assets are used in accordance with the aims and objectives of the Parent Council. Parent Council Members and those who are appropriately appointed to ensure the smooth running of the Parent Council shall be reimbursed for any reasonable and approved expenses on the production of a completed expenses claim form along with a valid receipt. Any high value purchases (over £50) that require to be reclaimed as an expense must be approved by the Treasurer in advance.

12. POLICIES/GUIDELINES/CODES OF CONDUCT

The Parent Council may agree to create Policy Documents, Guidelines and Codes of Conduct etc. to aid the management and running of the Parent Council. These shall be adopted further to being proposed and seconded at any meeting of the Parent Council. Any such policies/guides/codes/documents etc. should be reviewed on a regular basis (at least once every year) to ensure that they remain fit for purpose and complaint with the law if appropriate. The Parent Council members must familiarise themselves with such Policies/Guidelines/Codes etc. and comply as such.

13. INSURANCE

If not provided by the Local Authority, The Parent Council must source adequate Insurance Cover for all its activities. The Parent Council members must familiarise themselves with the terms and conditions of any insurance cover and comply as such.

14. THIS CONSTITUTION & MAKING CHANGES

This Constitution must be reviewed on a regular basis (at least once every year) to ensure that it remains fit for purpose. The Parent Council may change its constitution after the changes have been proposed and seconded at any General Committee Meeting, AGM or EGM and thereafter obtaining consent from members of the Parent Forum. Members of the Parent Forum will be notified of any proposed amendment and given reasonable time to respond to the proposal.

15. DEFINITIONS

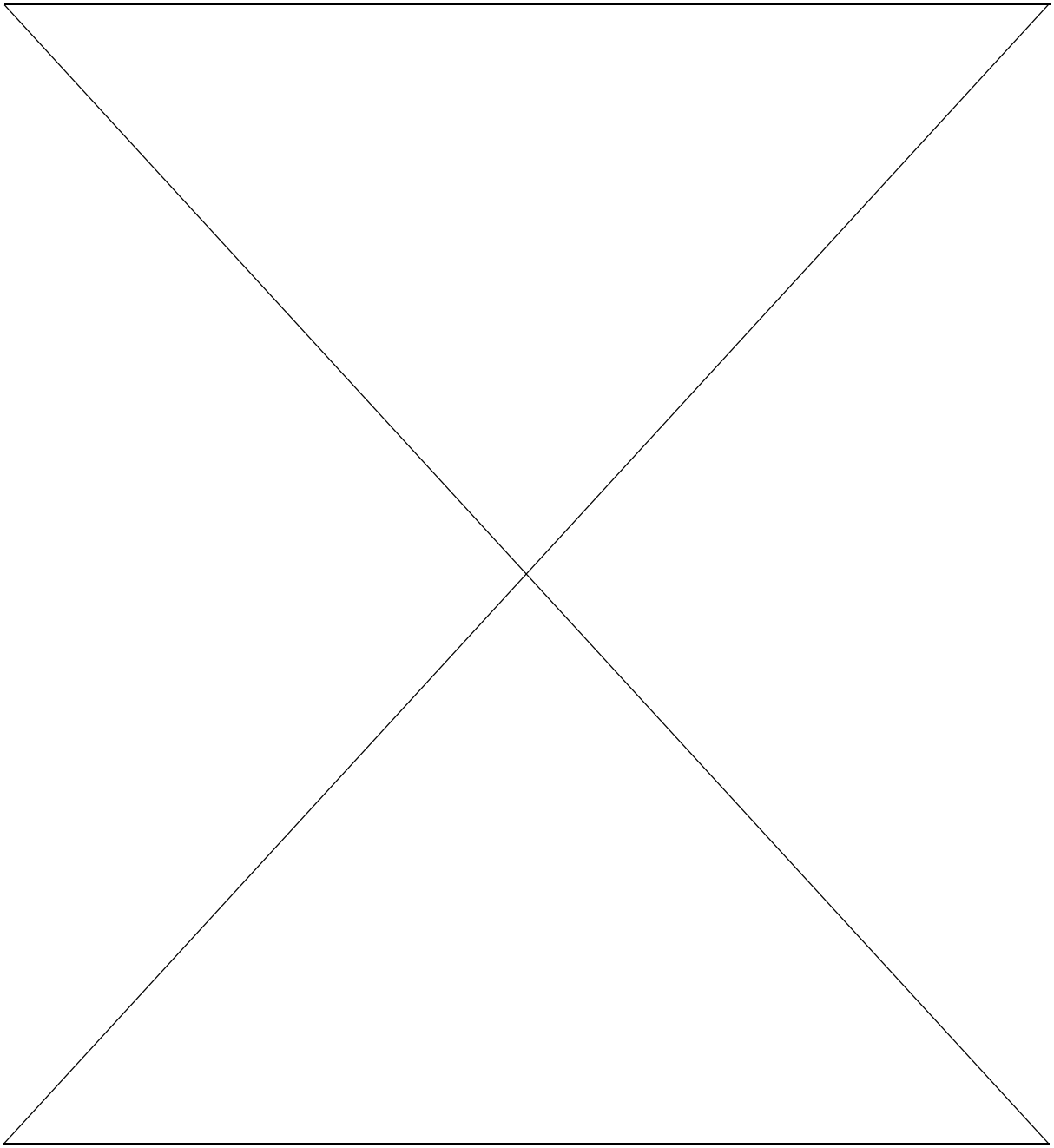
Qualified/Voting Member is a member who has been formally nominated and elected on to the General Committee.

16. DISSOLUTION

Should the Parent Council cease to exist, any remaining funds and or assets will be passed to School, if the school also ceases to exist, the remaining funds and or assets shall be passed to the Local Education Authority to be used for the benefit of other schools in the Learning Community.

This constitution was adopted at the General Committee Meeting of the Parent Council on 26 May 2022 after a period of consultation with the Parent Forum.

Clerk to the Parent Council
Broomlands Primary School Parent Council
26 May 2022



Environmental & Sustainability Policy

AIMS OF THIS POLICY
The aim of this policy is to inform the members of the Parent Council our commitments and our expectations on the implementation of this policy.

OUR COMMITMENT
Broomlands Primary School Parent Council is committed to minimising the impact of its activities on the environment and taking appropriate actions as practical to ensure a sustainable future.

POLICY IMPLEMENTATION
The Broomlands Primary School Parent Council is committed to the development of policies to promote acceptable working practices to ensure there is no negative impact on the environment and to ensure steps are taken to maintain a sustainable future in all aspects of its work. We will work to ensure that all our services, events and activities are provided in a way that promotes acceptable environmental and sustainable working practices, including the below.

ENVIRONMENTAL FACTORS
- The Parent Council will comply with environmental legislation.
- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- Actively promote recycling both internally and externally.
- Assess working practices to ensure they have limited impact on the environment.
- Purchase products that minimise the environmental impact of both production and distribution.
- Work with external agencies as appropriate.
- Work closely with the school to support their environmental plans.

SUSTAINABILITY FACTORS
- Ensure successful recruitment, retention and succession planning.
- Forge and maintain links with the community and other community organisations.
- Embrace technology and up-skilling.
- Create a safe and inclusive environment.
- Work closely with the school to support their sustainability plans.

IN GENERAL
- The Broomlands Primary School Parent Council will take practical steps that are necessary to enforce the Policy
- The General Committee will bring to the attention of all members, helpers and volunteers the provisions of the policy and will provide such training as is necessary to ensure the effective implementation of the Policy.
- The General Committee shall have responsibility for the operation of the Policy, however, all committee members, helpers and volunteers have a duty to do everything they can to ensure that the Policy operates in practice.
- The Parent Council will consider and act upon, if appropriate, any feedback regarding its working practices.

OUR EXPECTATIONS
We expect everyone associated with the Parent Council to be familiar with this Policy and do everything reasonable to ensure that it is implemented.

We expect that every representative of the Parent Council will take the appropriate steps where possible to ensure that there is no negative impact on the environment.

We expect others to positively promote the Parent Council and to promote a successful and sustainable future.

VIOLATIONS
Incidents of violations will be taken seriously and will be fully investigated to see what has taken place.

The person in violation of this Policy will be requested to attend a meeting of The General Committee to explain their actions and to give their point of view.

Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning issued.

In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease.

In a case involving a General Committee Member of the Parent Council, membership to the Parent Council may be withdrawn.

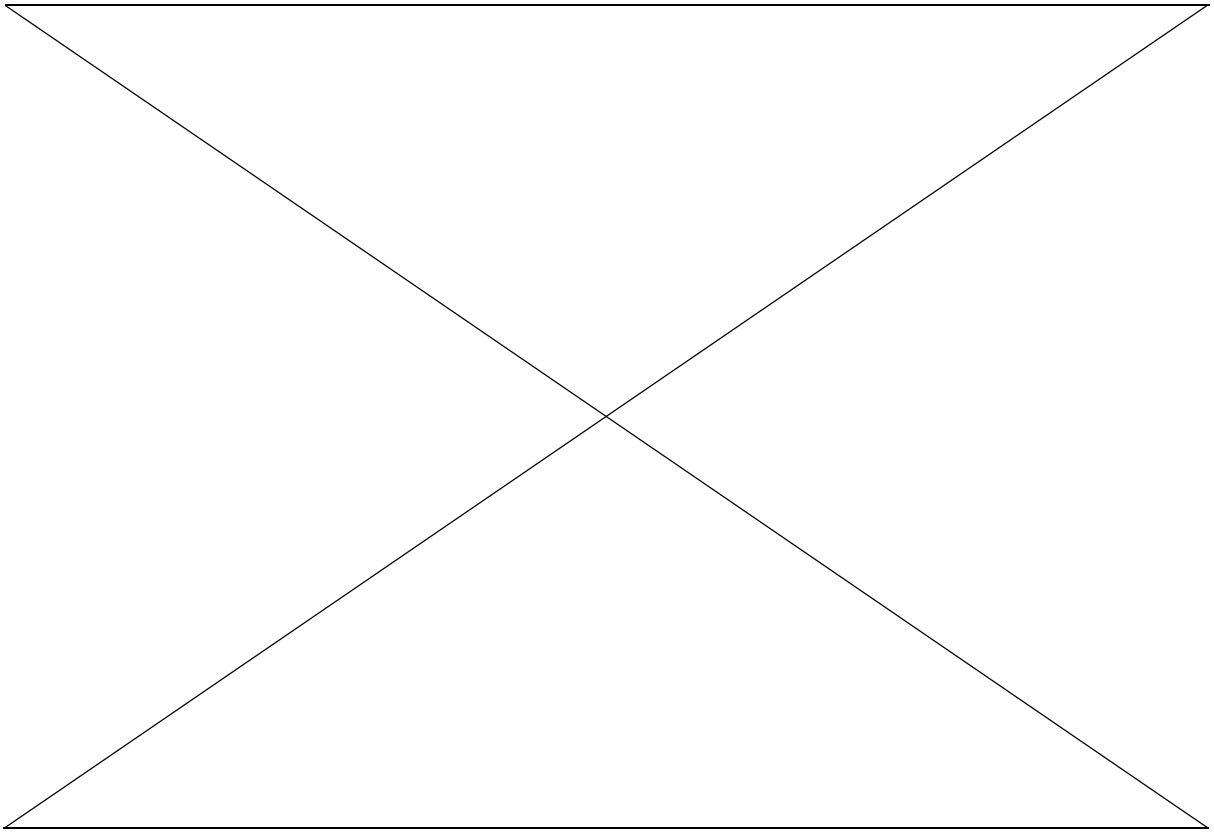
Any directly involved person has the right to appeal against a decision made by the General Committee who will consider that appeal before a decision is made and that decision will be final.

COMPLAINTS AND REPORTS OF VIOLATIONS
Complains or reports of violations should be made to the Chairperson of the Broomlands Primary School Parent Council. If the complaint is about the Chairperson, the complaint may be made to The Vice Chairperson, Secretary/Clerk to the Parent Council or the School Head Teacher.

The Parent Council will investigate complaints thoroughly and will discuss the complaint in a mutually agreeable, safe environment.

The Broomlands Primary School Parent Council will take learnings from any complaints made .

REVIEW OF THIS POLICY
This Policy will be reviewed on an annual basis to ensure that it is compliant and fit for purpose.



Equality & Inclusion Policy

AIMS OF THIS POLICY
The Broomlands Primary School Parent Council fully accept and welcome that society consists of many diverse groups and individuals and this diversity is an asset to the community, we also recognise that certain groups and individuals are discriminated against and we are opposed to this.

We recognise that we have a moral, social and legal responsibility to promote equal opportunities and we will pursue equality in all of our work.

We aim to create a safe, inclusive and welcoming atmosphere & environment for everyone. We will challenge all forms of oppression including those based on race, ethnicity, nationality, creed, gender, sex, class, sexuality, gender reassignment, learning ability, physical impairment, mental illness, age, occupation, income, and wealth. We aim to design our events, activities, services and decision-making processes specifically to encourage and support participation from people from all walks of life.

OUR COMMITMENT
The Broomlands Primary School Parent Council is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

POLICY IMPLEMENTATION
The Broomlands Primary School Parent Council is committed to the development of policies to provide for equality of opportunity in all aspects of its work. We will work to ensure that all our services, events and activities are provided in a way that promotes awareness of the rights and needs of people from minority groups and enables all people to access to them.
The Broomlands Primary School Parent Council will take practical steps that are necessary including, if appropriate, use of the disciplinary mechanisms laid out in the code of conduct, to enforce the Policy. In addition, anyone connected to our organisation, committee member, helper or volunteer who considers that he/she is suffering from unequal treatment on any grounds may use this policy to bring it to the committee's attention for action.

The General Committee will bring to the attention of all members, helpers and volunteers the provisions of the policy and will provide such training as is necessary to ensure the effective implementation of the Policy.
The General Committee shall have responsibility for the operation of the Policy; however, all committee members, helpers and volunteers have a duty to do everything they can to ensure that the Policy operates in practice.

CODE OF CONDUCT AND WHAT WE EXPECT
People will be treated with dignity and respect regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

At all times people's feelings will be valued and respected. Actions, language or humour that people find offensive will not be used, e.g. sexist or racist humour or terminology that is deemed derogatory.

No one will be discriminated, harassed, abused, victimised, excluded or intimidated on the grounds of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Foul, insulting, abusive or racist remarks will not be tolerated from anyone associated with The Broomlands Primary School Parent Council and behaviour of this type may lead to expulsion from the organisation.

VIOLATIONS
Incidents of violations will be taken seriously and will be fully investigated to see what has taken place. The person in violation of this Policy will be requested to attend a meeting of The General Committee to explain their actions and to give their point of view.

Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning issued. In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease. In a case involving a General Committee Member of the Parent Council, membership to the Parent Council may be withdrawn.

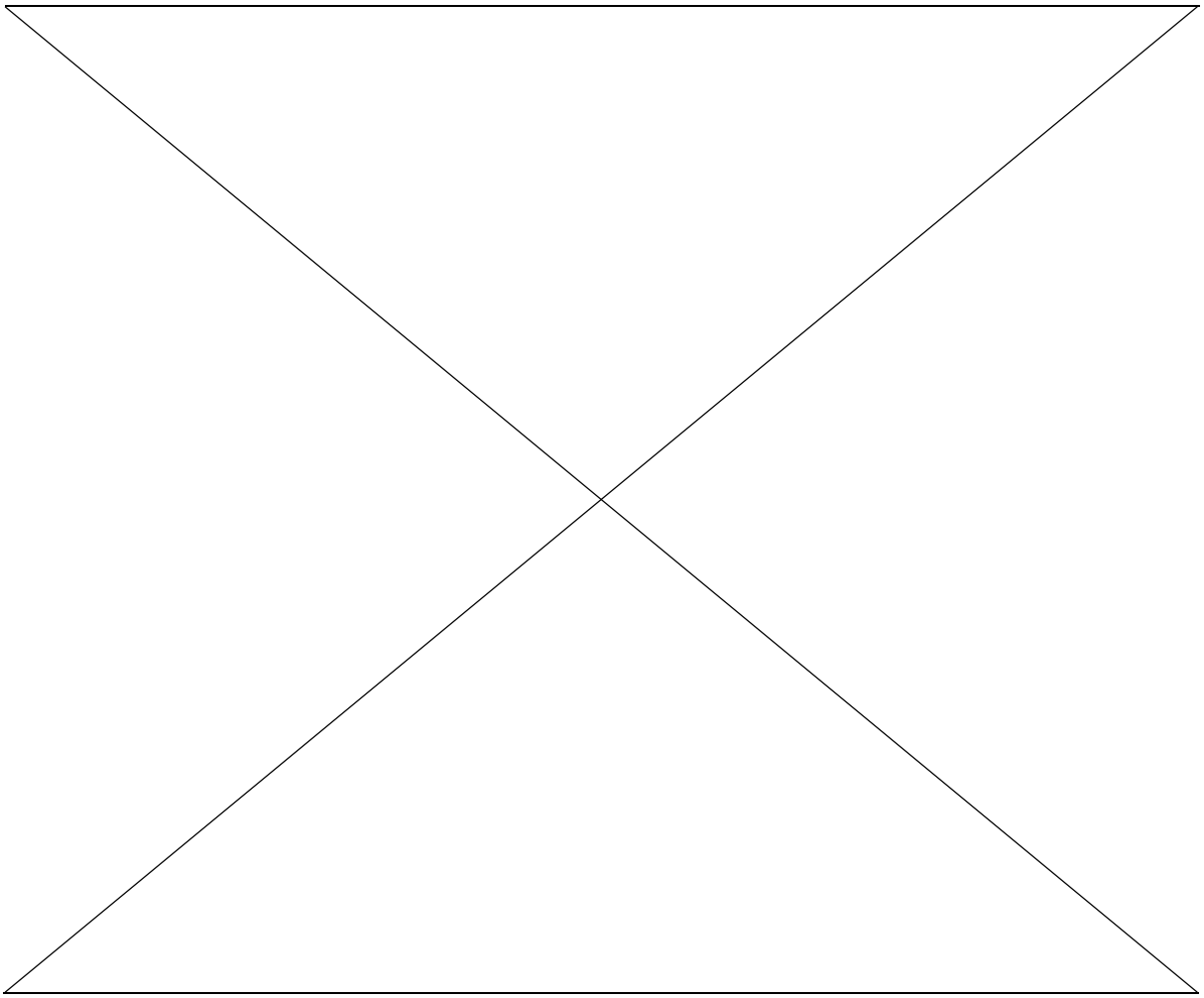
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COMPLAINTS AND REPORTS OF VIOLATIONS
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THE REVIEW OF THIS POLICY
This Policy will be reviewed on an annual basis to ensure that it is compliant and fit for purpose.



Data Protection & Privacy Policy

AIMS OF THIS POLICY

Broomlands Primary School Parent Council needs to keep certain information about Members, Helpers, Guests, Associates, Co-opted Members & Third-Party Agencies in order to keep them up-to-date with Parent Council matters.

Broomlands Primary School Parent Council is committed to ensuring any personal data will be dealt with in line with General Data Protection Regulation (GDPR) 2018.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.

INFORMATION HELD

Broomlands Primary School Parent Council handles the following personal information:

- Names.
- Addresses.
- Post Codes.
- Telephone Numbers (Inc. Mobiles).
- Email Addresses.
- Dates of Membership.

The reasons why we hold and share this information are:

- For effective communication and the distribution of information.
- Notifying authorised agencies about our membership.

The information we hold may also be shared with:

- Broomlands Primary School Leadership Team.
- Scottish Borders Council (The Local Authority).
- Those who have a legal right to access it.
- Elected members of the General Committee.
- The General Public (Please see below).

The General Public will have access to certain personal data in the following circumstances:

- Meeting Minutes and Agendas are available for public inspection but will only include the names of the Members.
- Agreed information about key Office-bearers are on the School Website and or the School Facebook page, this information will only be included at the express permission of the Office-bearer concerned.
- Names and Contact details of Office-bearers are displayed on Letter Head Stationary.

Personal information is kept in the following forms:

- Electronically.
- Paper Documents.

The length of time that personal information shall be held will be:

- For as long as the individual or associate is a member of the Parent Council.
- Until the individual requests it to be deleted or destroyed.

People within the Parent Council who will handle personal information are:

- Elected Members of the General Committee.
- An Appointed Clerk.

SPECIFIC DATA NOT HELD

Specific Data that will NOT be held by the Broomlands Primary School Parent Council will include:

- Parents and Carers of Children who attend Broomlands Primary School automatically become members of the Parent Forum whom the Parent Council represents. On occasion it is necessary for the Parent Council to communicate with the Parent Forum. Personal Information of Parent Forum Members will NOT be held by Broomlands Primary School Parent Council. If the need arises to communicate or to distribute information to the Parent Forum the Parent Council will rely on the School to execute the delivery of this.
- Any data regarding the children at the school.
- Any CCTV, audio or visual data.

POLICY IMPLEMENTATION

To meet our responsibilities Broomlands Primary School Parent Council will

- Ensure any personal data is collected in a fair and lawful way;
- Explain why personal data is needed at the start, how it will be used, and how long it will be kept;
- Ensure that only the minimum amount of information needed is collected and used;
- Ensure the information is up-to-date and accurate;
- To hold personal data only as long as initially stated at the time of gathering consent;
- Make sure it is kept safely;
- Update the information we hold every year, asking people to confirm the details are correct and to give permission for us to Hold the information for another year.
- Ensure any disclosure of personal data is in line with our procedures;
- Deal with any queries about handling personal information quickly.

SECURITY

Broomlands Primary School Parent Council will take steps to ensure that personal data is kept secure at all times. The following measures will be taken:

- Non-required Documents to be shredded.
- Electronic Databases and Spreadsheets to be Password Protected.
- Ensure that computers have reputable and up to date Security Software.
- Computers used to have Password Access only.
- Passwords regularly changed.
- Paper Documents to be kept in a locked environment.
- Passwords and Keys to be kept secure.
- Report security issues/breaches immediately to the Chairperson(s).
- Information should not be accessed/viewed in public places.
- External Storage Devices should be kept secure at all times.
- Only use reliable secure internet and network connections.
- Ensure that emails are sent to the correct recipients.
- Ensure that files being sent are the correct files.
- Computer and storage devices/equipment are properly decommissioned.

UNAUTHORISED DISCLOSURE

Any unauthorised disclosure of personal data to a third party by a Parent Council Member or Representative must be reported to the Chairperson(s) immediately. Any unauthorised disclosure of personal data to a third party by a Parent Council Member or Representative may result in re-briefing of this Policy or Termination of their Membership from the Parent Council.

The individual(s) concerned will be informed of the unauthorised disclosure of their personal data.

REQUESTS FOR ACCESS

Anyone whose personal information we handle has the right to know and has access to the following:

- What information we hold and process on them.
- How to gain access to this information.
- How to keep it up-to-date.
- What we are doing to comply with GDPR.

Requests for access should be made to the Chairperson of the Parent Council.

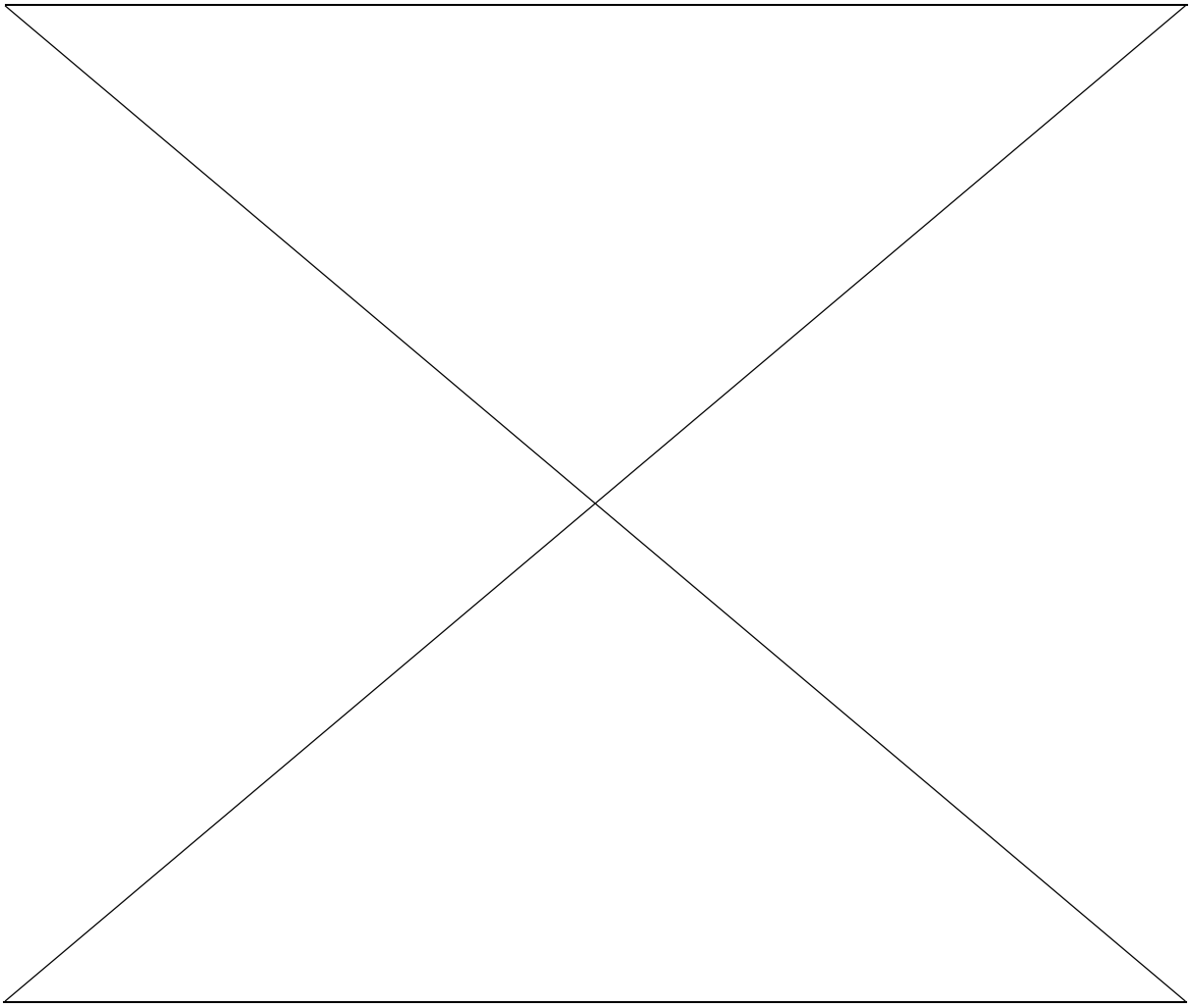
RIGHTS

Anyone whose personal information we handle has the right to:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

THE REVIEW OF THIS POLICY

This Policy was created on **11 May 2018** and will be reviewed annually to ensure it remains up to date and is compliant with the Law.



Child Protection & Safeguarding Policy

AIMS OF THIS POLICY
To ensure that the Health, Safety and Welfare of all Children that come in to contact with the members, services and events operated by Broomlands Primary School Parent Council

PURPOSE OF THIS POLICY
The purpose of this policy statement is:

- To protect children and young people who receive Broomlands Primary School Parent Council services from harm. This includes the children of adults who use our services
- To provide Parent Council members and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

THIS POLICY APPLIES TO
This policy applies to anyone working or acting on behalf of Broomlands Primary School Parent Council, including the Executive Committee, members of the General Committee, members of any sub-groups, appointed persons and volunteer helpers, either paid or unpaid.

POLICY IMPLEMENTATION
This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in Scotland. Further guidance and direction will be supplied as appropriate by Broomlands Primary School, Scottish Borders Council and any relevant external agencies.

We believe that:

- Child protection is everyone's responsibility.
- Children and young people should never experience harm and abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, restricted development, lack of access to opportunity and or any other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

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

- Valuing, listening to and respecting them.
- Appointing a nominated child protection contact(s) for children and young people
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for Parent Council Members and volunteers.
- Providing effective management for Parent Council Members and volunteers through supervision, support, training and quality assurance measures so that all members and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- Recruiting and selecting Parent Council Members and volunteers safely, ensuring all necessary checks are made as and when appropriate.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions as and when required.

- Making sure that children, young people and their families know where to go for help if they have a concern using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations against Parent Council members and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for children, young people, Parent Council members and volunteers, by applying health, safety and welfare measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where Parent Council members and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

REPORTING A CONCERN

It's everyone's responsibility to protect children. Any concerns about the Protection, Health, Safety and Welfare of Children should be reported without delay to:

- The Chairperson of the Parent Council or in their absence, the Vice Chairperson.
- Any Member of the Leadership Team of Broomlands Primary School: 01573 227477
- Scottish Borders Council during office hours: 01896 662787 and out of office hours: 01896 752111
- If you consider a child or young person to be in immediate danger, please call the Emergency Services on 999 immediately.

VIOLATIONS

Incidents of violations will be taken seriously and will be fully investigated to review what has taken place.

- The person in violation of this Policy will be requested to attend a meeting of The Executive Committee to discuss the matter and to give their point of view. Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning issued.
- In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease.
- In a case involving a General Committee Member of the Parent Council, membership to the Parent Council may be withdrawn.
- Any directly involved person has the right to appeal against Executive Committee's to the General Committee who will consider that appeal before a decision is made and that decision will be final.

COMPLAINTS

Complains or reports of violations should be made to the Chairperson of the Broomlands Primary School Parent Council. If the complaint is about the Chairperson, the complaint may be made to The Vice Chairperson, Secretary/Clerk to the Parent Council or the School Head Teacher.

The Parent Council will investigate complaints thoroughly and will discuss the complaint in a mutually agreeable, safe environment.

The Broomlands Primary School Parent Council will take learnings from any complaints made.

THE REVIEW OF THIS POLICY

This Policy and will be reviewed annually to ensure it remains fit for purpose and is compliant with the Law.