



**Broomlands Primary School
Parent Council**

Policy Documents



Parent Council

Broomlands Primary School Parent Council Environmental & Sustainability Policy

<p>Aims of this Policy</p>	<p>The aim of this policy inform the members of the Parent Council our commitments and our expectations on the implementation of this policy.</p>
<p>Our Commitment</p>	<p>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.</p>
<p>Policy Implementation</p>	<p>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.</p> <p>ENVIRONMENTAL FACTORS</p> <ul style="list-style-type: none"> • 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. <p>SUSTAINABILITY FACTORS</p> <ul style="list-style-type: none"> • 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. <p>IN GENERAL</p> <ul style="list-style-type: none"> • 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.
<p>Our Expectations</p>	<p>We expect everyone associated with the Parent Council to be familiar with this Policy and do everything reasonable to ensure that it is implemented.</p> <p>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.</p> <p>We expect others to positively promote the Parent Council and to promote a successful and sustainable future.</p> <p>We expect that appropriate feedback given to the Parent Council about its working practices will be fully considered and if appropriate this policy to be reviewed.</p>

<p>Violations</p>	<p>Incidents of violations will be taken seriously and will be fully investigated to see what has taken place.</p> <p>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.</p> <p>Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning issued.</p> <p>In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease.</p> <p>In a case involving a General Committee Member of the Parent Council, membership to the Parent Council may be withdrawn.</p> <p>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.</p>
<p>Complaints and Reports of Violations</p>	<p>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 Chair Person, Secretary/Clerk to the Parent Council or the School Head Teacher.</p> <p>The Parent Council will investigate complaints thoroughly and will discuss the complaint in a mutually agreeable, safe environment.</p> <p>The Broomlands Primary School Parent Council will take learnings from any complaints made.</p>
<p>This Policy & Its Review</p>	<p>This Policy will be reviewed on an annual basis to ensure that it is compliant and fit for purpose.</p>



Parent Council

Broomlands Primary School Parent Council

Equality & Inclusion Policy

<p>Aims of this Policy</p>	<p>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.</p> <p>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.</p> <p>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.</p>
<p>Our Commitment</p>	<p>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.</p>
<p>Policy Implementation</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<p>Code of Conduct & What We Expect</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

Violations	<p>Incidents of violations will be taken seriously and will be fully investigated to see what has taken place.</p> <p>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.</p> <p>Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning issued.</p> <p>In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease.</p> <p>In a case involving a General Committee Member of the Parent Council, membership to the Parent Council may be withdrawn.</p> <p>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.</p>
Complaints and Reports of Violations	<p>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 Chair Person, Secretary/Clerk to the Parent Council or the School Head Teacher.</p> <p>The Parent Council will investigate complaints thoroughly and will discuss the complaint in a mutually agreeable, safe environment.</p> <p>The Broomlands Primary School Parent Council will take learnings from any complaints made.</p>
This Policy & Its Review	<p>This Policy will be reviewed on an annual basis to ensure that it is compliant and fit for purpose.</p>



Broomlands Primary School Parent Council

Data Protection & Privacy Policy

Parent Council

<p>The Aims of This Policy</p>	<p>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.</p> <p>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.</p> <p>The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.</p>
<p>Information Held</p>	<p>Broomlands Primary School Parent Council handles the following personal information:</p> <ul style="list-style-type: none"> • Names. • Addresses. • Post Codes. • Telephone Numbers (Inc. Mobiles). • Email Addresses. • Dates of Membership. <p>The reasons why we hold and share this information are:</p> <ul style="list-style-type: none"> • For effective communication and the distribution of information. • Notifying authorised agencies about our membership. <p>The information we hold may also be shared with:</p> <ul style="list-style-type: none"> • 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). <p>The General Public will have access to certain personal data in the following circumstances:</p> <ul style="list-style-type: none"> • 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. <p>Personal information is kept in the following forms:</p> <ul style="list-style-type: none"> • Electronically. • Paper Documents. <p>The length of time that personal information shall be held will be:</p> <ul style="list-style-type: none"> • 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. <p>People within the Parent Council who will handle personal information are:</p> <ul style="list-style-type: none"> • Elected Members of the General Committee. • An Appointed Clerk.
<p>Specific Data Not Held</p>	<p>Specific Data that will NOT be held by the Broomlands Primary School Parent Council will include:</p> <ul style="list-style-type: none"> • 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.
<p>Policy Implementation</p>	<p>In order to meet our responsibilities Broomlands Primary School Parent Council will</p> <ul style="list-style-type: none"> • Ensure any personal data is collected in a fair and lawful way;

	<ul style="list-style-type: none"> • 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	<p>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:</p> <ul style="list-style-type: none"> • 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	<p>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.</p> <p>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.</p> <p>The individual(s) concerned will be informed of the unauthorised disclosure of their personal data.</p>
Requests for Access	<p>Anyone whose personal information we handle has the right to know and has access to the following:</p> <ul style="list-style-type: none"> • 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. <p>Requests for access should be made to the Chairperson of the Parent Council.</p>
Rights	<p>Anyone whose personal information we handle has the right to:</p> <ul style="list-style-type: none"> • 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.
This Policy & Its Review	<p>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.</p>



Broomlands Primary School Parent Council

Child Protection & Safeguarding Policy

Parent Council

The 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
The Purpose of This Policy	<p>The purpose of this policy statement is:</p> <ul style="list-style-type: none"> 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	<p>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.</p> <p>We believe that:</p> <ul style="list-style-type: none"> 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. <p>We recognise that:</p> <ul style="list-style-type: none"> 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. <p>We will seek to keep children and young people safe by:</p> <ul style="list-style-type: none"> 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	<p>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:</p> <ul style="list-style-type: none"> • 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	<p>Incidents of violations will be taken seriously and will be fully investigated to review what has taken place.</p> <ul style="list-style-type: none"> • 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.
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This Policy & Its Review	<p>This Policy and will be reviewed annually to ensure it remains fit for purpose and is compliant with the Law.</p>