



St Helens Parent Carer Forum

Steering Group Members and Parent Representatives Code of Conduct

As a Steering Group member or Parent Representative of Listen 4 Change (L4C) you are expected to adhere to the following Code of Conduct – in addition to the L4C Members Code of Conduct – when representing L4C at any event/meeting/panels etc.

These are common sense principles which in your role you agree to:

- Your representation of L4C must be made clear at the start of the meeting.
- You are representing all parent carers of children and young people with SEND and should not seek to promote your own family, personal aims or those of another organisation.
- Representation of L4C should meet the aims and objectives of L4C as per the Constitution.
- Any Conflict of Interest shall be declared at the start of a meeting.
- To be honest, open and non-judgemental; you are seen as a “critical” friend.
- To follow the rules of the meeting i.e. by speaking through the Chair, following the Agenda and observing time limits. This can be achieved by keeping to point and working together to reach effective decisions and actions.
- You must be properly prepared for meetings by reading all the relevant papers and bringing them to the meeting. You should be punctual and stay for the whole meeting. Please see L4C’s Remuneration Policy regarding reimbursement.
- To appreciate that other attendees at meetings will have roles, responsibilities and duties that they have to adhere to; these must be respected.
- You will have access to confidential information which must not be disclosed or discussed outside of the meeting.
- An individual’s right to confidentiality must be respected at all meetings.
- You are representing L4C and therefore should state that further actions must be agreed with L4C before you can proceed. Any actions agreed must be actioned.
- No political statement or bias should be demonstrated at meetings.
- If a Steering Group member or Parent Representative resigns, they will return any equipment, documents etc to the Secretary within 28 days of resignation.

- You will be accountable for your own actions and failure to adhere to the Code of Conduct will be considered as a breach and action taken accordingly.

Breaching the Code of Conduct

- The breach will be raised with you by the Chair or Secretary
- You will be reminded of the Code of Conduct and asked to agree to adhere to the Code of Conduct in the future.
- If you continue to act in a manner that breaches this Code of Conduct, the Steering Group will have the option – by majority vote – of deciding whether you can continue as a Steering Group member or Parent Representative.
- Notes of discussion and agreements will be followed up in writing.

Agreement

I have received a copy of the Code of Conduct Policy for Steering Group members and Parent Representatives. I have read, understood and agree to follow its content.

Signed:

Date:

Print Name: