



# **Kendrick Parents' Society – POLICY DOCUMENT**

v.4 09-05-2018

Kendrick Parents' Society (KPS) respects and values its members, volunteers, customers and suppliers.

## **1. Who are the KPS?**

Kendrick Parents' Society (KPS) is a group of parents and carers of students at Kendrick School. The KPS works to develop relationships between staff, parents, carers and students and provide funds for the extra items which cannot be covered by the school's budget. It is regulated by the Charities Commission under registration number 1104281.

KPS c/o Kendrick School, 41 London Road, Reading, RG1 5BN.

## **2. What Does This Policy Document Cover?**

The KPS has a separate Constitution and Privacy Notice (for Data Protection in line with the new GDPR), available on the Kendrick School website or from the Officers listed below. The Privacy Notice explains how we use collect, use and store your personal data. The KPS also has role descriptions for each of the Officer roles.

This document is to cover any other policies that affect the work of the KPS, namely:

- Code of Conduct of KPS Members & Volunteers (3)
- Safeguarding and Managing volunteers (4)
- Risk Management (5)
- Handling complaints (6)

NB. Financial rules are not covered by a separate KPS policy, rules followed are as per Charity Commission guidelines, additional requirements are identified and subject to an annual or biennial review.

## **3. Code of Conduct of KPS Members & Volunteers**

It is the responsibility of KPS Officers, members, trustees and volunteers to:

- Act within the KPS constitution and the law – being aware of the contents of the constitution, its policies and the law as it applies to the KPS.
- Act in the best interest of the KPS and Kendrick School as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing the KPS and Kendrick School into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so. All members, committee members and officers will declare any business interests before decisions are made.
- Respect confidentiality – understanding what confidentiality means in practice for the KPS, its board and the individuals involved with it.
- Have a sound and up-to-date knowledge of the KPS and its environment – understanding how the KPS works and the environment within which it operates.
- Attend meetings and other appointments or give apologies – considering other ways of engaging with the organisation if regularly unable to attend committee meetings.
- Prepare fully for meetings and all work for the KPS – reading papers, querying anything you don't understand and thinking through issues in good time before meetings.

- Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.

Trustees and committee members are expected to honour the content and spirit of this code.

#### **4. Safeguarding and Managing Volunteers**

At Kendrick School it is believed that every student has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a student being physically or psychologically damaged.

The KPS fully supports this belief and believes the same for all students, families, volunteers and members. Volunteers and KPS Officers are not allowed to be unaccompanied in school during school hours or during student only events unless they have an up to date DBS certificate.

For more information on the Kendrick School Safeguarding Policy and Designated Officers, please see the Kendrick School website [www.kendrick.reading.sch.uk](http://www.kendrick.reading.sch.uk)

#### **5. Risk Management**

All KPS events are carefully thought through and planned by KPS Officers and volunteers, a formal risk assessment will be completed where necessary when planning events. All KPS events are covered by Public Liability Insurance as provided by Parentkind (formerly PTA-UK).

When using / hiring equipment from external suppliers at events, for example DJ and Disco or Bouncy Castle equipment, KPS will ensure suppliers provide adequate valid Insurance documents for the use of such equipment before finalising the booking.

#### **6. Handling Complaints**

Queries and complaints can be addressed to any KPS Officer as detailed in section 7; they will be dealt with promptly and fairly, in line with our Code of Conduct in section 3.

#### **7. Who to Contact**

To contact the KPS about anything to do with our work or policies, please use the following details of any of the KPS Officers.

Chair email: [chair.kps.uk@gmail.com](mailto:chair.kps.uk@gmail.com)

Treasurer email: [treasurer.kps.uk@gmail.com](mailto:treasurer.kps.uk@gmail.com)

Membership & Class Rep Secretary email: [kpsmembersec1@gmail.com](mailto:kpsmembersec1@gmail.com)

Secretary email: [secretary.kps.uk@gmail.com](mailto:secretary.kps.uk@gmail.com)

Telephone number c/o Kendrick School: 0118 901 5859

Postal Address: KPS c/o Kendrick School, 41 London Road, Reading, RG1 5BN.

Kendrick School website: [www.kendrick.reading.sch.uk](http://www.kendrick.reading.sch.uk)

#### **8. Changes to this Policy Document**

The KPS may change this Policy Document subject to an annual or biennial review. This may be necessary, for example, if the law changes. Any changes will be made available via the KPS pages of the Kendrick School website [www.kendrick.reading.sch.uk](http://www.kendrick.reading.sch.uk). Alternatively, please contact any of the KPS Officers listed in section 7.