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## **Parent Rep Code of Conduct**

**Last reviewed April 2018**

As a Waltham Forest Parent Forum (WFPF) parent rep, I promise to abide by the fundamental values that underpin all the activity of WFPF by:

- Presenting a professional image to parents, carers, professionals and visitors that the forum engages with
- Creating open, honest and supportive working relations
- Promoting collective working to support and promote the work of WFPF
- Respecting WFPF procedures and policies
- Supporting and promoting principles of equality and diversity
- Respecting confidentiality of information and procedures
- I will provide feedback from meetings I attend

### **Law, mission, policies**

- I will not break the law or go against WFPF policies and procedures in any aspect of my role as a WFPF parent rep
- I will support the aims of WFPF and consider myself its guardian
- I will always strive to act in the best interest of WFPF
- I will provide feedback from any meetings I attend on behalf of the forum

### **Conflicts of Interest\***

- I will declare any conflict of interest, or any circumstances that might be viewed by others as a conflict of interest as soon as it arises
- I will submit to the judgment of the WFPF Steering Group and do as required regarding potential conflicts of interest
- I may be asked to temporarily stand down from my forum duties until any potential conflict is resolved. If the conflict is long term I may be asked to leave my role as a parent rep.

### **Protecting the reputation of WFPF**

- I will not speak as a WFPF Parent rep to the media or in a public forum without the prior knowledge and approval of the Parent Participation Director
- When I am speaking for or representing WFPF, my comments will reflect current WFPF policy even when these do not agree with my personal views
- I will strive to uphold the reputation of WFPF and those who work in it
- I will respect WFPF and individual confidentiality

## Personal Gain

- I will not personally gain materially or financially from my role as a WFPF Parent Rep, nor will I permit others to do so because of my actions or negligence
- I will document expenses and seek reimbursement according to WFPF procedure
- I will not accept substantial gifts or hospitality without prior consent of the WFPF Steering Group
- I will use WFPF resources responsibly, when authorized in accordance with procedure

## Leaving WFPF Parent Rep role

- I understand that a substantial breach of any part of this code may result in my removal as a WFPF Parent Rep
- Should I wish to resign as a WFPF Parent Rep, I will inform the Parent Participation Director or Chair

*\*A conflict of interest may arise in the following circumstances:*

- *A Forum member (or their spouse or direct family member) is also a member, trustee, owner or employee of another organisation/company with similar objectives, particularly one with which there may be perceived to be any element of competition*
- *A Forum member (or their spouse or direct family member) is also a member, trustee, owner or employee of another organisation/company which stands to gain financially or otherwise from decisions made by a group which the Forum member attends on behalf of the Forum*
- *A Forum member (or their spouse or direct family member) is also a member, trustee or employee of another group or organisation which enables them to influence strategic decisions in relation to children and young people with Special Educational Needs and Disabilities and their families in Waltham Forest*
- *A Forum member (or their spouse or direct family member) has brought a legal challenge against the local authority or WF CCG, e.g. through an appeal to the First-Tier Tribunal, a complaint to the Ombudsman or has sought judicial review.*
- *A Forum member (or their spouse or direct family member) is involved in activities against the parent forum, the Local Authority, WF CCG or other partner agencies which go against the ethos of the parent forum*

***It should be stressed that there is nothing wrong with a Forum member being in any of these situations – a problem only arises if the member is involved in any decision which could be seen to conflict with their interest and fails to declare it.***