**Sparkle Parent/Carer Panel Code of Conduct**

As a member of the Sparkle Parent/Carer Panel, you are expected to uphold the values and mission of Sparkle by conducting yourself with integrity, respect, and professionalism. This Code of Conduct outlines the standards of behaviour expected from all panel members to ensure a positive and productive environment for everyone involved.

### 1. ****Respect and Professionalism****

* Treat all fellow panel members, Parents/Carers, Sparkle staff, and stakeholders with respect, kindness, and consideration.
* Listen actively and communicate openly, ensuring that all voices are heard and valued.
* Avoid any form of discrimination, harassment, or inappropriate behaviour, whether verbal, physical, or written.

### 2. ****Positive Interactions****

* Foster a collaborative and supportive atmosphere within the panel and in all interactions with Sparkle’s community.
* Engage constructively in discussions, offering feedback and advice in a positive and respectful manner.
* Refrain from making negative or disparaging remarks about other panel members, Parents/Carers, Sparkle staff, or any stakeholders.

### 3. ****Confidentiality****

* Respect the confidentiality of any sensitive information shared within the panel or by Sparkle, ensuring it is not disclosed to unauthorised parties.
* Be mindful of the privacy of other Parents/Carers and families, and do not share personal details or stories without their explicit permission.

### 4. ****Conflict Resolution****

* Address any disagreements or conflicts that arise in a calm, respectful, and solution-focused manner.
* If you encounter a situation that you are unable to resolve, bring it to the attention of a designated Sparkle staff member for guidance and support.

### 5. ****Commitment and Accountability****

* Fulfill your responsibilities as a panel member by attending meetings, participating in discussions, and providing thoughtful input on relevant issues.
* Be punctual, prepared, and fully engaged during meetings and events.
* Take ownership of your contributions and be willing to accept constructive feedback.

### 6. ****Representation of Sparkle****

* Act as a positive ambassador for Sparkle in all public interactions, reflecting the charity’s values and mission.
* Ensure that your personal views and opinions are clearly distinguished from those of Sparkle when speaking in any public or private forum.
* Avoid any actions or statements that could harm Sparkle’s reputation or undermine its mission.

### 7. ****Compliance with Sparkle Policies****

* Adhere to all relevant Sparkle policies and guidelines, including those related to safeguarding, data protection, and ethical conduct.
* Report any breaches of this Code of Conduct or other policies to the appropriate Sparkle staff member.

### 8. ****Withdrawal from the Role****

* If at any point you are unable to fulfil your duties or maintain the standards outlined in this Code of Conduct, please notify the panel chair or Sparkle staff to discuss your continued participation.
* Each panel member will have the opportunity to serve a one-year term, after which we will review annually if new members wish to join.

By joining the Sparkle Parent/Carer Panel, you agree to abide by this Code of Conduct. Your commitment to these principles is essential to maintaining a positive, respectful, and effective environment for all involved.

**Acknowledgment:** I, [Name], have read and understood the Sparkle Parent/Carer Panel Code of Conduct. I agree to adhere to the standards and expectations outlined above during my time as a panel member.

**Signature:**

**Date:**