

Code of conduct Derby Music Centre *updated 2023*

- You must maintain high standards of honesty and integrity in your work at Derby Music Centre, with its members and families and with all other professional personnel at all times during your work and outside.
- You should treat all pupils/students, colleagues, parents/carers and visitors with respect and professional courtesy. You should maintain professional boundaries and avoid behaviour which may lead any reasonable adult to question your behaviour, motivations or intentions.
- In order to maintain high standards of working practice with and/or around children, you are expected to comply with 'safe working practice' guidance.
- You must comply with GDPR regulations.

Safeguarding Pupils/Students

You have a duty to safeguard pupils/students from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

Specific safeguarding issues as outlined by the DfE guidance, Keeping Children Safe in Education, which includes responsibilities in relation to Prevent.

You should be familiar with the DMC Safeguarding policy and ensure that you have updated your safeguarding training at the required intervals.

- Students should never be sent out of a rehearsal on their own, as a punishment or exclusion. Always seek support from the DMC office, who will then deal with any situation.
- Students should be requested to keep phones away during rehearsals.
- Registers must be completed and returned to the office within 10mins of the beginning of the rehearsal.
- You must take reasonable care of students under your supervision with the aim of ensuring their welfare and safety.
- You must demonstrate high standards of conduct in order to encourage DMC students to do the same and avoid putting yourself at risk of allegations of abusive or unprofessional conduct.
- You must not have any electronic communication, and/or accept as friends any students under the age of 18 including ex pupils, this includes the use of personal mobiles, and or social networking sites or media.
- Your appearance, dress and behaviour is expected to promote appropriate boundaries and working relationships between the pupils and the staff/volunteer body, as role models and responsible adults in a position of trust. You should dress in ways that are appropriate and relevant to your role. You should dress in ways that are not likely to cause offense, embarrassment, distract or give rise to misunderstanding.
- You must not behave in a manner which any reasonable adult would question your suitability to work with children or young people.
- You are expected to work as part of a whole music centre team.
- While working with children, young people and their families, you may become aware of personal details. Any information to which you are party must remain

confidential and should not be shared with anyone outside of the organisation unless it is required in a safeguarding referral.

- Physical contact with pupils is not permitted, unless you are delivering first aid, supporting with necessary restraint, or are providing specified guided physical assistance.