



# CODE OF CONDUCT AND RULES OF MEMBERSHIP

## INTRODUCTION

The first priority of Dark Peak Music Foundation (“the Foundation”) is the safety and well-being of all who are involved with the Foundation, including its students (also known as “members”), Ensemble Directors, Tutors, Helpers, Administrators and Trustees.

The Code of Conduct aims to protect and ensure the well-being of all involved with the Foundation’s activities. The Rules of Membership relate to the day to day running of the Foundation and aim to ensure that the Foundation is able to function properly and to achieve its aims.

All students are reminded that they can speak to any musical director, tutor or trustee if they have any queries relating to the Rules of Membership or any other concerns or potential safeguarding issues.

The Code of Conduct and Rules of Membership are reviewed regularly with regard to changing circumstances.

## CODE OF CONDUCT

All individuals involved in the Foundation’s activities are expected to observe good behaviour at all times, to be respectful towards all other members, to apply themselves to the challenges of playing in an ensemble and to work for the good of the Foundation.

All individuals involved in the Foundation’s activities must, in addition, comply with the following Policies, which form an integral part of the Foundation’s Code of Conduct:

### SOCIAL MEDIA AND BEHAVIOUR ONLINE POLICY

The Foundation is mindful of the increasing dangers posed by the rapid rise of social media and other online activity. Many young people have an online profile but may not be fully aware of how publicly visible or how harmful their activity can be. With these thoughts in mind the Foundation has adopted the following policy:

- The Foundation has a commitment to oppose sexism, racism and all forms of online abuse and to uphold the highest standards of behaviour amongst its students.
- The Foundation will take appropriate action if it becomes aware of a student posting anything on social media which constitutes online bullying, or which violates the Equality and Diversity Policy (below) in relation to another member of the Foundation, or where it has a direct or indirect impact on the Foundation. This includes comments which are deemed to be sexist, racist or which attack others on any grounds including disability, creed or sexual preference.
- Where the Foundation has reason to believe that a child is at risk through online bullying it will be regarded as a safeguarding issue and the appropriate authorities will be informed.
- The Foundation will work within the framework of its legal rights and its duty of care to its members to decide the most appropriate course of action if it becomes aware of an incident of online bullying, abuse, sexist or racist behaviour. This may involve liaising with schools, who in many cases would be the most appropriate organisation to deal with the matter. It will in most instances also involve liaising with parents or carers.

The Foundation’s advice to Trustees, Ensembles Directors, tutors and parent helpers is:

- To observe the guidelines of Derby and Derbyshire Music Partnership.
- Specifically, no Ensemble Director, Tutor, Helper or Administrator should add a student as a “friend” on any social media platform
- All communications should be directly with parents or carers. Where communications do need to take place directly with students this must be with the explicit knowledge and written consent of parents or carers.

## **EQUALITY AND DIVERSITY POLICY**

- The Foundation is committed to eliminating discrimination and encouraging diversity amongst our members.
- The Foundation aims to provide equality and fairness for all and to ensure that there is no discrimination or abuse on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexuality, religion or age.
- Our aim is that our membership will be truly representative of all sections of society and each member feels respected and able to give of their best.
- The Foundation opposes all forms of unlawful and unfair discrimination, including racist or sexist comments, and will take sanctions in any instances which breach this code of conduct.
- All individuals involved with the Foundation, including students, musical directors, tutors, trustees and parent helpers will be treated fairly and with respect.
- Selection for membership will be on the basis of aptitude and ability. All members will be encouraged to develop their full potential and the resources of the organisation will be fully utilised to this end.
- Our Commitments:
  - To create an environment in which individual differences and the contributions of all members are recognised and valued.
  - Every member is entitled to an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
  - We will review all our membership practices and procedures to ensure fairness.

## **RULES OF MEMBERSHIP**

### **Enrolment and Payment of Fees**

- Parents or carers undertake to pay the membership fees promptly on request.
- Parents or carers undertake to ensure that enrolment forms are completed promptly providing full and accurate contact details and information relating to the safety and well-being of students.
- Parents or carers undertake to pay for any additional classes eg. theory, that students enrol in on request.

### **Attendance and Punctuality**

- Whilst we appreciate that many students are involved in a wide range of activities and may not be always be able to attend every week, we do encourage a high level of commitment as far as is possible. Where problems arise we will be happy to discuss the appropriate level of commitment and make arrangements accordingly.
- Punctuality is an important part of the discipline of rehearsals and we request that all students arrive at least 10 minutes before a scheduled rehearsal to set up, warm up and make sure that the rehearsal can start on time.
- We understand that it is not always possible for students to arrive on time (eg. school buses, parents coming from work etc.), but we appreciate it if every effort can be made to be punctual.
- If a student is unable to attend a rehearsal we do expect a message to be sent to the appropriate Ensemble Director explaining the absence.
- Students must be collected within 15 minutes of the end of a rehearsal or concert.

### **Behaviour and Language**

- Students are reminded that the Foundation expects good behaviour at all times and will not tolerate bad or offensive language or unsuitable topics of conversation.

### **Lessons**

- Students are expected to be taking lessons on their instrument either at school or privately and to be developing their own personal playing ability. The Foundation does not offer or replace individual tuition.

### **Setting up and dismantling**

- Most rehearsals and concerts are held in venues which require setting up and dismantling for each session. Parents (or carers) and students are expected to assist with this.
- Students must make sure that they do not leave litter in a rehearsal venue.

### **Notice to Quit**

- Students are expected to inform either the Trustees, Administrators or their Ensemble Director if they intend to resign from their ensemble. Although there is no notice period it is common courtesy to inform the Ensemble Director in good time, particularly if it is in the lead up to a performance as absences can compromise the performance.
- Similarly, if a student does not intend to take up an offered place at the start of a year it would be very much appreciated if we could be informed in good time as it has a big effect on our planning (repertoire is often selected, particularly for more advanced groups, with the line-up of students in mind).

### **Accidents**

- All accidents, no matter how insignificant they may seem, must be reported to the appropriate Ensemble Director, Tutor or Helper and will be logged in an Accident Book.

## **BREACHES OF THE CODE OF CONDUCT/RULES OF MEMBERSHIP**

- The Foundation will not tolerate behaviour which violates any part of the Code of Conduct or Rules of Membership. Namely any behaviour which is offensive, discriminatory or harmful towards other members of the Foundation or any individual connected with the Foundation.
- If staff become aware any breaches of the Code of Conduct or Rules of Membership, including (but not limited to) bad or offensive language, unsuitable topics of conversation (particularly in view of the wide age range of some ensembles), online bullying, inappropriate online behaviour and discriminatory language or conduct, appropriate action will be taken.
- In the rare case that a child finds it difficult to observe the Code of Conduct or Rules of Membership, the Foundation may initiate discussions with the student's parents or carers to try to find the best measures to resolve problems and enable them to play a full part in the group.
- As a very last resort a student who is causing significant disruption to the well-being of others in the group, or who violates the Code of Conduct or Rules of Membership of the Foundation may be asked to take a period out, or for serious breaches of the Code of Conduct or Rules of Membership a student may be excluded either temporarily or permanently.
- Any breach of the Code of Conduct or Rules of Membership by an adult will be referred to the Trustees who have full discretion to limit or terminate that individual's involvement with the Foundation.