

# Tutor Code of Conduct

This Code of Conduct outlines the standards of behaviour expected from our music tutors when they are working for Musicale. Whether this be in the Musicale building or as a representative of Musicale in an external venue. When working in an external venue tutors must also adhere to said venue's code of conduct. Adherence to these standards is essential for maintaining a professional, respectful, and effective learning environment.

This Code of Conduct is designed to ensure the safety and protection of children and vulnerable adults who engage in musical activities run by Musicale. It aims to prevent risk to all parties, provide advice on how to proceed if risk is identified, and set out the tutor's safeguarding responsibilities. It is provided by Musicale for the use of Musicale Tutors.

This Code of Conduct is to be used in conjunction with Musicale's Child Protection Policy which should be referred to for further clarification.

Musicale Tutors are required to have provided the following information to Musicale:

- An enhanced DBS check dated within 3 years or an enhanced DBS on the Update Service (where Musicale have the details required to perform an Update Service Check once a year).
- A valid Safeguarding certificate dated within the last 3 years.
- A copy of [Appendix 1 of the Child Protection Policy](#) signed by the individual verifying that they have read and understood Musicale's Child Protection Policy and other key guidance.

## Key Behaviours

Tutors should:

- Commit to upholding the highest standards of safeguarding and child protection, knowing that creating a safe environment for all is everyone's responsibility.
- Maintain high standards of personal behaviour. This includes but is not limited to the following:
  - Be friendly and approachable but professional in your interactions.
  - Never use inappropriate language, suggestive, sarcastic or otherwise, including in writing.
  - Never engage in relations with students, including those over 16.
  - Never work under the influence of alcohol or drugs, or smoke or vape in front of students.

- Never display any behaviour that could be seen as bullying, harassment or discrimination.
- Never behave in any way that could be perceived as grooming.
- Keep their Safeguarding Qualifications up to date to ensure they have an understanding of the various issues that can cause students harm, remain vigilant to risks and promote a safe environment for learning.
- Keep records about children and vulnerable adults securely protected and retain them for no longer than necessary, whether records are physical or digital.
- Ensure that consent is gained from all relevant parties for all photos or film of students, and that these are stored securely and retained no longer than necessary.

## **Communications**

Tutors should:

- Communicate all information with parents/guardians via an appropriate channel (i.e. Teachworks, email or phone), only communicating directly with students when parents/guardians are included in the messages.
- Use professionally appropriate photographs for email, text messaging, social media profiles and so on, making every effort to avoid inappropriate photographs being seen by students.
- Where possible, use a professional email address or point of contact that is specifically for teaching and education work.
- Restrict profiles on social media so that these do not automatically accept contact requests by students.
- Similarly, restrict profiles when teaching online via Zoom or other video calling apps. Encourage students to do the same.
- Never communicate with a student via social media such as Twitter, Facebook etc, or give unnecessary personal details to a student without

## **Delivering lessons in person**

Tutors should:

- Dress appropriately and professionally (including a Musicale Issued Lanyard).
- Respect students' personal space and avoid inappropriate physical contact.
- Never use physical contact as a form of punishment.
- If physical contact is deemed necessary for teaching, ask permission first and explain clearly what will happen. Do not go ahead if the student does not give consent or seems uncomfortable. Some students, especially those with additional sensory needs, will benefit from imitation rather than physical manipulation.

- Understand the different needs of students by asking students and their parents/carers about their learning preferences.

In addition, when teaching in external venues such as primary schools:

- Try to avoid teaching in a room that is far away from other people or activity. Never cover the window or door window to promote a feeling of openness and transparency.
- Discuss any concerns about the room with an appropriate person, either at the school or with the Musicale office, with a view to making alternative arrangements or adaptations if necessary.
- Do not take students alone on car journeys. If transporting a group of students, e.g. to concerts or exams, ensure that appropriate insurance is in place and parents/guardians have consented.
- Never engage in grooming behaviour or behaviour that could be perceived as grooming.

Please see our [Online Safety policy](#) for our code of conduct for Online Teaching.

Adapted by Musicale 11/12/2024

This policy was last reviewed by Musicale Ltd	Date: 20 <sup>th</sup> January 2025
Next review due: January 2026	Signed: <i>Katie Fenner</i>