



www.musica-workshops.com
registered charity no.1150769

CODE OF CONDUCT (CODE OF GOOD PRACTICE)

Code of Conduct

Musica has an expected Code of Conduct which all Musica representatives are expected to uphold. This code is expected to be followed in conjunction with our wider package of "Policies and Procedures". Musica representatives are responsible to ensure their conduct does not fall below the minimum standards set out in this code and that no action or omission on their part harms the wellbeing of other Musica representatives or clients.

For the sake of this policy the word "Musica representatives" refers to paid, unpaid including board, temps, permanent staff, part time and full time.

Musica representatives must, to the best of their ability follow the following Code of Conduct.

TO YOUNG PEOPLE

1. Musica representatives must protect the rights and promote the interests of all young people (clients) whilst ensuring their behaviour does not harm themselves or other people.
2. Musica representatives must strive to establish and maintain the trust and confidence of our young people (clients).
3. Musica representatives must promote the independence of our young people (clients) and treat them with respect while protecting them as far as possible from danger or harm.
4. Musica representatives must be accountable for the quality of their work with young people.
5. Musica representatives must not socialise with our young people (clients) outside work hours unless agreed by the Project Managers.
6. Musica representatives must not drink alcohol or take illegal drugs when working with young people or come on duty under the influence of either alcohol or illegal drugs.
7. Musica representatives must have no sexual relationship or sexual contact with the young people we are working with.
8. Musica representatives must not bring pornographic material onto the premises or access pornographic sites.
9. Musica representatives must be aware of appropriateness of physical contact with young people/clients i.e. being too affectionate, inappropriate hugging, kissing etc.
10. Musica representatives must not physically or verbally abuse young people/clients.
11. Musica representatives must not physically or verbally threaten young people/clients.

12. Musica representatives must be aware that teasing can be abusive to our young people/clients.
13. Musica representatives must be aware that sexual innuendo can be abusive to our young people/clients.
14. Musica representatives must not emotionally abuse young people/clients e.g. bribing, blackmailing or manipulating.
15. Musica representatives must not give or receive money or gifts from young people/clients or their families except if the policy under the Gifts Loans and Hospitality policy is followed and small gifts declared.
16. Musica representatives must report anything that they see or hear about from any source that may constitute abuse of a young person/client.
17. Musica representatives must respect **different** cultural and religious beliefs. Musica representatives must, to the best of their ability follow the following Code of Conduct.

TO FELLOW MUSICA REPRESENTATIVES AND MANAGERS

1. Musica representatives must treat all other Musica representatives/managers with respect and dignity.
2. Musica representatives must endeavour to follow all policies and procedures.
3. Musica representatives must not physically abuse or threaten any other representative/manager.
4. Musica representatives must not verbally abuse or threaten any other representative/manager.
5. Musica representatives must be aware that swearing, sexual innuendos and teasing can be abusive to other Musica representatives/managers.
6. Musica representatives must not emotionally abuse other Musica representatives/managers.
7. Musica representatives must respect different cultural and religious beliefs.
8. Musica representatives must always be polite to each other.
9. Musica representatives should dress appropriately for work.

1. Revision History

The Musica Board of Trustees will review this policy annually, or as and when there is a change in legislation.

