



*Bringing the magic of music to your community*

# Code of Conduct

For: Practitioners and Volunteers, hereby referred to as 'team members'

By: Rock School Bus CIC, hereby referred to as 'the company'

- 1. All practitioners and volunteers are expected to follow the company policies and procedures.**
- 2. All team members need to know how to report and record**
  - Safeguarding concerns and signs of abuse
  - First Aid
  - Bullying
  - Concerns (whistleblowing)
- 3. All team members must keep up-to-date with necessary training and DBS checks when prompted by the company.**
- 4. As a member of the team every person has an individual responsibility to maintain their reputation and the reputation of the company including behaving thoughtfully and respectfully when dealing with participants, other team members and the general public, in person, in written messages and through social media.**
- 5. Exercise confidentiality in matters that are discussed or overheard.**
- 6. Respect your position of trust and maintain appropriate boundaries and relationships with those under the age of 18 and their parents/carers.**
- 7. Team members will not promote or engage in smoking, alcohol abuse or any illegal acts with participants.**
- 8. Always use positive and constructive methods of developing a participant's skills with understanding and flexibility within the relevant**

**boundaries. Team members must not engage in confrontational, aggressive or antisocial behaviour.**

**9. Challenge and address instances of poor, negative, aggressive, threatening or bullying behaviour, including harassment between sessions.**

**10. Champion everyone's right to take part and celebrate differences by not discriminating against anyone.**

**11. Ensure resources are fit for purpose, safe to use and accessible.**

**12. Treat resources responsibly and exercise due financial care reporting any damage or necessary replacements in writing (message to group chat).**

**13. Take care of your own health and wellbeing. No one is expected to attend sessions if they are ill; physically or mentally. Inform the company as soon as possible.**

**14. Every team member is expected to promote the company's shared values and culture:**

- **Celebrate our differences**
- **Support and encourage each other**
- **Aim to be the best version of ourselves**
- **Listen and contribute**
- **Respect, value and welcome everyone**
- **Uphold fundamental British values**

**We expect all team members to read and sign this document and ensure they adhere to the items laid out in this code.**

Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Director signature \_\_\_\_\_ Date \_\_\_\_\_

Company Director signature \_\_\_\_\_ Date \_\_\_\_\_

Any breaches of the points set above will be discussed with those involved and the company owner to address the problem as soon as possible. Continued issues will result in disciplinary action and ultimately, dismissal from the company.