

# Whitney Pier Music Foundation

## Code of Conduct

VERSION 1.0 - JAN 2019

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The purpose of this Code of Conduct is to facilitate a safe and supportive environment for all staff, volunteers and students of Whitney Pier Music Foundation (WPMF), and for other people who take part in WPMF's activities.

The Whitney Pier Music Foundation requires that all staff, volunteers, and students over the age of 19 provide a Criminal Record Check.

### Core Statements

- All WPMF students, staff and volunteers shall respect the dignity of themselves and others, and act with consideration and good judgment in all inter-personal relationships.
- All WPMF students, staff and volunteers shall exercise appropriate physical contact with each other and those they come into contact with in the course of a WPMF activity.
- All WPMF students, staff and volunteers shall recognize that physical or verbal abuse or any other form of abuse is totally unacceptable and will not be tolerated.
- All WPMF students, staff and volunteers shall exercise respect for the property of others, including materials loaned to them by WPMF.
- All WPMF students, staff and volunteers shall not bring or consume illegal drugs or alcohol whilst on duty or whilst responsible for students. Nor will WPMF students, staff and volunteers attend any WPMF activity under the influence of drugs or alcohol.  
At activities within the music community that permits alcohol consumption, WPMF staff and volunteers on duty should not consume alcohol whilst responsible for students, or in the presence of students, and consider the impact of alcohol on the effectiveness of their performance of duties.

### Expectations of Students

As a student of WPMF you will be expected to undertake the following:

#### Demonstrate your commitment

- Attendance at all scheduled sessions, workshops and performances is required. In the event of unforeseen circumstances, members are required to notify WPMF immediately. From time to time, students may be asked to assume a leadership role within their group.

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### Fulfill the requirements of your class, rehearsal, tutorial etc

- Arrive at your [class, rehearsal, tutorial etc] an appropriate number of minutes before the scheduled start time, ready to assist in the setting up of the area, unpack and tune your instrument/s or warm up your voice, and be settled for the beginning of the [class, rehearsal, tutorial etc].
- Bring all necessary equipment – music stand, pencil, eraser, water bottle as required by your tutor or conductor – and any music or rehearsal copies you are expected to bring. Act courteously and refrain from talking while the conductor, manager, music officer or other representatives are communicating with the group or in areas where other groups are rehearsing.
- Notify your manager or the office as soon as possible if you are going to be absent from a [class, rehearsal, tutorial etc] for any reason.

### Exercise care of WPMF property

- You are to exercise due respect and care when using any WPMF equipment during any WPMF activity.

### Fulfill performance requirements

- Arrive at or before the time specified, allowing time to unpack and tune your instrument, warm up your voice, perform mike checks, etc.
- Participate in all performances for which you have agreed to participate in and have been rehearsing.
- Notify WPMF at least 1 week in advance if you will be absent from any performance to which you are committed.

### As a member of WPMF you can expect that WPMF will

- Provide opportunities for you to participate in and share musical experiences
- Provide a safe learning environment
- Provide supervision for members of WPMF who are under 19 years during WPMF activities
- Provide, where possible, opportunities for joint community projects

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### Expectations of Paid & Volunteer Staff

As a staff member or volunteer of WPMF you will be expected to comply with the following:

#### Fulfill the terms of your appointment

- Ensure that you are present prior to the commencement of an activity to which you have been appointed, ready to begin at the scheduled time
- Ensure that you do not attend any WPMF activity whilst under the influence of illegal and non-prescribed drugs or alcohol
- Ensure you are adequately prepared prior to the commencement of any WPMF activity
- Create an enjoyable environment where students can develop their skills through rehearsals, tutorials, performances and other related activities

#### Fulfill your supervisory responsibilities

- Ensure that you exercise your duty of care responsibilities by not leaving children or other vulnerable people unsupervised during any WPMF activity.

#### Exercise appropriate interactions with students, staff, and volunteers

- Treat WPMF members with respect and accept duty of care for their welfare, safety, and well being.
- Respect everyone's right to personal privacy at all times.
- Accept that any adult associated with any WPMF activity is not to undertake unaccompanied or unobserved activities with individual participant under the age of 19 years, to ensure the safety of all parties.
- Do not inappropriately physically contact, nor verbally abuse any WPMF participant, student, staff member, volunteer or member of the public. Understand that bullying, physical or verbal abuse, neglect or any other type of abuse is unacceptable conduct by any WPMF member, staff member or volunteer.
- Act with courtesy, consideration and good judgement in all interpersonal relationships at WPMF activities.

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- You can expect that WPMF will assist you in providing a safe music program through administrative support, appropriate venues for activities and appropriate equipment and resources.

### Breaches of the Code of Conduct

- Any conduct seen or heard that does not comply with this code of conduct is to be reported to WPMF.
- Any breach of the code of conduct related to inappropriate interactions with children, young people or other vulnerable persons involved in or attending WPMF activities may result in the expulsion from WPMF of the person/s in breach of the code.
- Any breach of the code of conduct related to illegal drugs, alcohol may result in suspension of WPMF membership, or staff or volunteer appointment.
- If printed music or other equipment belonging to WPMF is lost or damaged through negligence or deliberate destruction, you will be charged for its replacement.
- Behaviours which breach the code of conduct during any WPMF activity may result in a member or participant being asked to leave a rehearsal, and parents (for those under 19 years) will be notified of any such action.
- Where there are serious, numerous and/or regular breaches of the code of conduct, this may result in suspension or termination of that person's WPMF membership.