



SING FOR PLEASURE CODE OF CONDUCT

1 Safeguarding

- 1.1. SfP is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults, and expects all tutors to share this commitment. Tutors working on behalf of SfP must accept this responsibility and conform with practices which protect children from harm (See separate Safeguarding policy document).
- 1.2. Tutors working with children are required to apply for an enhanced barred list check from the Disclosure and Barring Service (DBS), to subscribe to the DBS Update Service and give SfP ongoing consent to complete Status Checks in accordance with our published policy.
- 1.3. Tutors must send SfP a copy of the original certificate for verification. If SfP is informed of any potential changes to the status of a DBS check, the tutor will be required to obtain a new one. If a DBS check reveals anything which may give rise to a possible safeguarding concern or potentially damage the reputation of SfP, the tutor will be suspended from tutoring immediately.
- 1.4. SfP has adopted a formal Safeguarding and Child Protection Policy, for all who work on behalf of the organisation. A copy of the Safeguarding Policy, which is reviewed at regular intervals, is available on the website.
- 1.5. SfP is committed to providing equality of opportunity and treatment for all, regardless of age, gender, sexual orientation, colour, race, nationally, ethnic or national origins, or disability. All tutors must abide by this commitment in their dealings with students, course participants, parents and those who have an interest in the organisation.
- 1.6 Tutors are expected to report to the management any conflict of interest that may occur between themselves and any student they are asked to coach.

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2.1. The interest and well-being of students and course participants are paramount, and a sympathetic and encouraging approach must be shown at all times. Teaching must take place within a positive atmosphere, the aim being that each student should leave the session in a positive frame of mind.

2.2. Tutors must ensure that they maintain a professional distance from their students and that any conversation which takes place between tutor and student does not contain inappropriate questions, the intentions of which may be misconstrued. Physical contact for the purpose of demonstrating conducting technique, for example, can only be permitted where a student has granted it.

2.3. As well as forming an effective rapport with students, tutors should be aware of the need to be courteous and professional in their dealings with anyone with whom there is interaction whilst representing SfP as a tutor.

3 Complaints

3.1 Any complaint against a tutor or member of staff may be addressed to the Chief Executive or to the Chairman of Trustees. It is the responsibility of the Chief Executive to inform the Chairman of Trustees of any complaint.

SDG

14 Sep 15