

Code of Conduct Policy for Parents, Guardians and Adult Helpers

A Spode Music Week Policy Document

Each Parent, Guardian or Adult Helper attending Spode Music Week is asked to agree to abide by the following code of conduct:

- Treat all Course Members, Officers, Committee Members and Trustees with respect
- Take care not to damage any musical instruments and accessories, or touch any other instruments without permission
- Not to interfere with or damage any equipment or property belonging to Mount St Mary's school
- If a problem is considered to have arisen, report it to any member of the Committee promptly, calmly and politely. That person may advise that the problem be referred to the board of trustees for further investigation
- Refer to the Spode Music Week Complaints Policy for full details of how complaints are handled and resolved.

If this Code of Conduct is considered to have been breached, the matter will be reported to the Committee who will appoint a representative to discuss any breach with the parent, guardian or adult concerned.

The Committee may decide to issue an informal warning or a formal warning, depending on the seriousness of the issue.

In cases where a warning is given, the trustees of Spode Music Week will be asked make the final decision. If more than one warning has to be given to any parent, guardian or adult of Spode Music Week, then the trustees will consider whether the children of the parent or guardian concerned may continue to attend to Spode Music Week.

The decision of the trustees regarding any matters referred to them is final.