



# SOUNDSTORM

## MUSIC EDUCATION AGENCY

### **BEHAVIOUR POLICY FOR ENSEMBLE ATTENDEES**

*All parents / carers and attending students should read the following policy carefully, which ensures safe and respectful running of our ensembles. Please note: if a child demonstrates unruly or highly distracting behaviour that leads other students or staff to be unsafe or disrespected on our courses, the child will be sent home and will then not be allowed to participate in a future SoundStorm ensemble.*

#### **1. Purpose**

This policy ensures a safe, respectful, and positive learning environment for all students, staff, and visitors during attendance at SoundStorm / South Coast Music Ensemble managed ensembles.

#### **2. Core Expectations**

All students are expected to:

- Be Respectful** – Treat peers, staff, and property with kindness.
- Be Responsible** – Follow instructions and take accountability for actions.
- Be Safe** – Avoid dangerous behaviours and respect personal space
- Be Engaged** – Participate actively in activities and lessons.

#### **3. Code of Conduct / Behaviour**

##### **a) General Conduct**

- Use polite language and positive communication.
- Follow instructions from teachers, mentors, and staff.
- Be punctual and prepared for all activities.
- Respect different opinions and cultures.

##### **b) Classroom & Activity Behaviour**

- Listen attentively and avoid disruption.

- Stay in designated areas unless permitted otherwise.
- Follow safety rules for all activities and equipment use.

### **c) Respect for Others**

- Bullying will not be tolerated.
- Keep hands, feet, and objects to yourself.
- Respect personal belongings and school property (i.e. remain in designated areas and do not go into areas you have been told you are not allowed in).
- Other than your personal belongings, only pick up or touch instruments or belongings if you have been invited to do so.

### **d) Use of Technology**

- Phones and personal devices are only allowed during free time (unless used for learning purposes).
- No recording or photographing others without permission.

### **e) Quiet Times**

- Having a break from playing and the noise associated with musical instruments can be as important as the playing itself.
- When asked not to play, including at break times, please respect this.

## **5. Commitment**

- We expect students to attend all sessions they sign up for (unless ill or exceptional circumstances intervene – parents / carers must let us know if this is the case). By not attending, you are preventing someone else from coming. Two no-shows without good reason will result in the place being offered to someone else and fees being forfeited.
- We ask that students be punctual, well-prepared and committed to improving their musical ability both individually and as part of the ensemble.

## **6. Instruments**

- Students are responsible for the care of their instrument
- If they borrow an instrument from us, they will be expected to look after it and treat it with care. They should also listen to the instructions of their tutor on the day on how to play it (and what not to do!)

## **7. Arrival and departure**

- It is the parent's/guardian's responsibility to inform us of any changes to the dropping off or picking up arrangements. The safety of children is our highest priority.
- Your children remain your responsibility, or that of another adult you have appointed, until they have been marked present on the register.

- If occasionally, your child needs to travel home by public transport or by other means, including walking, we require written consent in advance of the Creative Ensemble session giving permission; and your child needs to be provided with the financial means to be able to pay for public transport. **Please note:** this is **not** our preferred option, given the location of the sessions at Magna Academy, and we are only willing to consider this option for secondary age children. We are also obliged to prevent any child travelling by public transport, or walking home etc, if we believe it puts them at undue risk. Please arrange to pick up as the default option.
- It is the parents' or guardian's responsibility to inform us of any change in circumstances that impact on the stated drop off/collection arrangements.
- It is a condition of attendance that all students be dropped off and collected promptly at the end of the day by an assigned and responsible adult, at the allotted pick-up time. We would normally expect this to be the parent/carer we have on our contact list. **It is your responsibility to alert us in advance** – or, at latest, at drop off - if there will be a different adult collecting your child, or if you have arranged a lift share. You also need to provide us with the responsible adult's name and details.
- If, due to some emergency on the day, you have to arrange someone else to collect your child, you will need to call us on the emergency number given in advance of the session and send us written notification by text or email of the adult collecting.
- Finally, repeated late arrival for pick up at the end of the day may result in your child losing their place in the Ensemble.

## 8. Consequences for Misconduct

If a student fails to follow the behaviour policy, the following steps will be taken:

1. **First Warning** – Verbal reminder of expectations.
2. **Second Warning** – Temporary removal from activity.
3. **Third Warning** – SoundStorm will notify the parent/guardian.
4. **Further Action** – Sent home from the course.

**Serious Violations** (e.g., violence, theft, severe bullying, or putting themselves or others at risk) will result in immediate removal from the course.

## 9. General Health & Safety Guidelines

### a) First Aid & Medical Needs

- Trained first aid staff will be on-site at all times.
- Parents must disclose any medical conditions (e.g., allergies, asthma) before the program starts.
- Medications must be handed to staff with clear instructions and authorization.
- In case of serious illness or injury, emergency services will be contacted, and parents/guardians will be notified immediately.

## **b) Hygiene & Illness Prevention**

- Regular handwashing is encouraged, especially before meals and after activities.
- Students feeling unwell (e.g., fever, vomiting, contagious illness) should stay home; and SoundStorm informed.
- If a child becomes sick during the program, they will be isolated, and a parent/carer will be called for pick-up. Please ensure we are given an up-to-date emergency number which is active on the day.

## **c) Fire & Emergency Procedures**

- Emergency exits and meeting points will be clearly marked.
- Staff will perform head counts to ensure all students are accounted for.

## **d) Outdoor & Physical Activity Safety**

- Students must wear appropriate footwear and clothing for outdoor activities.
- Sun protection (hats, sunscreen, hydration) is required for outdoor sessions.
- Staff will monitor weather conditions to prevent heat exhaustion or exposure to extreme weather.

## **e) Food & Allergy Safety**

- Parents must inform staff of any food allergies in advance.
- Students must be provided with water, a packed lunch and snacks appropriate for the length of the session.
- No sharing of food to prevent allergic reactions.
- Drinking water will be available at all times.

## **f) Security & Supervision**

- A secure sign-in/sign-out process will be followed.
- No child will be released to an unauthorized person.
- Staff will monitor all exits to prevent unauthorized access.

## **g) Safe Use of Equipment & Facilities**

- All equipment and learning materials will be inspected regularly.
- Students will be instructed on the proper use of tools and technology.
- Any broken or unsafe equipment must be reported and removed immediately.

# **10. Incident Reporting & Response**

- Any accidents, injuries, or safety concerns must be reported immediately to the SoundStorm team.
- An incident report will be completed, and parents will be informed as needed.
- Serious incidents will be reviewed to improve safety procedures.