

Code of Conduct: Staff, Tutors and Volunteers

Sept 2025

Statement

Merton Music Foundation (MMF) is committed to providing a safe and inclusive environment for all its staff, tutors, volunteers, visitors and students. This Code of Conduct outlines the expected behaviour of all adults working for or on behalf of MMF.

Professionalism and Respect

All MMF staff, tutors and volunteers are expected to conduct themselves in a professional and respectful manner at all times.

This includes:

- Treating all students, parents, and colleagues with respect and courtesy.
- Maintaining appropriate boundaries with students and colleagues.
- Refraining from engaging in any behaviour that may be perceived as bullying, discrimination, harassment, or intimidation.
- Avoiding the use of inappropriate language or behaviour.
- Maintaining appropriate professional dress whilst engaged in MMF activities.

Safety and Security

MMF is committed to providing a safe and secure environment for all students and staff. All staff, tutors and volunteers are expected to:

- Follow all health and safety procedures and guidelines.
- Report any accidents or incidents to the relevant senior staff.
- Refrain from engaging in any behaviour that may compromise the safety or security of students, colleagues, visitors or the organization.

Confidentiality and Privacy

All MMF staff, tutors and volunteers are expected to respect the confidentiality and privacy of students, parents, and colleagues. This includes:

- Refraining from discussing confidential information with unauthorized individuals.
- Ensuring that all personal data is handled in accordance with the Foundation's Data Protection Policy and relevant data protection regulations.
- Respecting the privacy of students and parents, and avoiding any behaviour that may be perceived as invasive or intrusive.

Mobile Phone Use

MMF recognises that mobile phones, including smart phones and devices, are an important part of everyday life and can be an effective pedagogical and productivity tool. We are committed to ensuring that the risks posed by such devices are managed appropriately, in line with best safeguarding practice.

Staff, tutors and volunteers are expected to abide by the policies in place in any Merton schools in which they teach regarding acceptable use of mobile phones. In most schools, adults are not permitted to use mobile phones in front of pupils or in classrooms / communal spaces. Many schools prohibit staff carrying phones on their person whilst on school premises. Please check the policy in the school(s) in which you teach.

Staff, tutors and volunteers must never use phone/device cameras whilst working with children and young people on behalf of MMF, other than approved staff and devices where appropriate media consent has been obtained.

MMF uses an online registering system and asks its tutors to update this whilst teaching. If using a phone/tablet to do so, tutors are requested to mark attendance in between lessons, whilst there are no pupils in the room (if this is in accordance with the school's phone policy); or to complete their register in the staff room / outside of school premises, if required.

MMF delivers out of school provision at its music centre sites. In these contexts, it is recognised that phones and other devices can be an effective teaching tool – particularly for playing backing tracks or utilising ear training and practice tools, such as ABRSM's 'Trainer' series of apps. In a music centre context, staff/tutors may utilise phones and devices solely for educational or business purposes, including to complete their register, but should never use these devices for personal use such as internet browsing or making personal calls. Staff/tutors should take care to ensure phone use is minimal and in-line with this policy and explain this clearly to pupils. Any concerns should be raised with a member of SLT immediately.

Social Media

Staff, tutors and volunteers must not befriend or follow current or previous MMF students on social media whilst the pupil is under the age of 18.

All staff, tutors and volunteers should:

- be aware of their online reputation and recognise that their online activity can be seen by others including parents, pupils and colleagues on social media;
- ensure that any use of social media is carried out in line with this policy and other MMF policies;
- be aware that it isn't appropriate to use social media whilst engaging in activity on behalf of MMF in an educational setting;
- be responsible for their words and actions in the online environment.

Staff, tutors and volunteers should not upload any content on to social media sites that:

- is confidential to the MMF or its staff
- amounts to bullying
- amounts to unlawful discrimination, harassment or victimisation
- brings the MMF into disrepute
- contains lewd, sexually explicit, threatening or similarly inappropriate or offensive comments, images or video clips
- undermines the reputation of the school and/or individuals
- is defamatory or knowingly false
- breaches copyright
- is in any other way unlawful.

Equity, Diversity & Inclusion

MMF is committed to promoting equality and diversity in all aspects of its operations. All staff and tutors are expected to:

- Follow the procedures set out in the Foundation's Equity, Diversity & Inclusion Policy.
- Treat all individuals fairly and without discrimination.
- Refrain from engaging in any behaviour that may be perceived as discriminatory or prejudiced.
- Promote equality and diversity in their interactions with colleagues, students, and parents.

Compliance with Policies and Procedures

All MMF staff, tutors and volunteers are expected to comply with all policies and procedures established by the organization. This includes:

- Familiarizing themselves with all relevant policies and procedures.
- Following all established procedures for reporting incidents or concerns.
- Cooperating with any investigations or inquiries conducted by the organization.

A full list of the Foundation's policies can be found on its website: www.mmf.org.uk/policies

Safer Recruitment / DBS - Change of Circumstances

An enhanced DBS check is carried out for all new staff and tutors and this is updated regularly.

Staff, tutors and volunteers are responsible for informing the Chief Executive if their circumstances change (e.g. receiving a criminal caution/conviction) whilst employed or contracted by the Foundation,

Breach of Code of Conduct

Any member of staff, tutor or volunteer who breaches this Code of Conduct may be subject to disciplinary action in accordance with the Foundation's Disciplinary, Capability and Grievance Policy; or termination of their self-employed contract of provision; or removal from the Foundation's rota of approved volunteers, as appropriate to the role.

Reporting

Any staff, tutor or volunteer who becomes aware of a breach of this policy must report it immediately to their line manager or the Designated Safeguarding Lead. MMF will investigate all reports of breaches of this policy and take appropriate action.

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