



*Education & Bass*



## **Welcome to the Education & Bass / Music Technology Club Online After-School Music Production Club**

To ensure a positive, safe, and productive learning environment for all participants, we kindly ask everyone to adhere to the following **Code of Conduct**, which aligns with UK safeguarding legislation and best practices for online education:

### **Code of Conduct**

**1. Respect Others**

Treat all staff and fellow participants with kindness and respect. Listen actively, and value the diverse opinions and ideas shared during the sessions.

**2. Be Prepared**

Arrive at each session ready to learn. Ensure you have your materials, software, and any required equipment prepared in advance for a smooth and effective learning experience.

**3. Participate Actively**

Engage in discussions, ask questions, and contribute to group activities. Your active participation enhances the learning experience for everyone.

**4. Stay on Topic**

Keep discussions relevant to music production and the course material. Staying focused helps everyone benefit fully from the sessions.

**5. Use Appropriate Language**

Communicate in a respectful and professional manner. Offensive, abusive, or inappropriate language will not be tolerated.

**6. Follow Instructions**

Adhere to the guidelines and instructions provided by your instructors. This includes meeting technical requirements and adhering to deadlines for assignments and tasks.

**7. Protect Your Privacy**

Do not share personal information, such as your full name, address, or contact details, in the chat or during video sessions. Participants must not contact staff or share content over social media platforms.

**8. Be Supportive**

Encourage your peers and celebrate their successes. While constructive feedback is welcome, ensure it is delivered in a supportive and respectful way.

## 9. **Report Issues**

If you encounter any problems, feel uncomfortable, or have concerns during the course, report them immediately to the Education & Bass / Music Technology Club staff. Parents or carers are encouraged to raise concerns directly by contacting **Andrew Ferguson**, Lead Safeguarding Lead, at [edu@educationandbass.online](mailto:edu@educationandbass.online).

## 10. **Have Fun and Be Creative**

Embrace the learning process, enjoy yourself, and let your creativity shine! Explore new ideas in music production and make the most of your time in the course.

## **Consequences for Inappropriate Behaviour**

We are committed to providing a safe and enjoyable environment for all participants. If inappropriate behaviour occurs, the following steps will be taken:

### 1. **Reminder of Expectations**

The participant will be reminded of the expected behaviour and the code of conduct.

### 2. **Temporary Suspension**

The participant may temporarily lose access to certain activities or opportunities to fully engage in the session.

### 3. **Parent/Carer Notification**

The parent or carer will be contacted directly by Education & Bass / Music Technology Club staff to discuss the situation.

### 4. **Exclusion from the Course**

In cases of serious or repeated inappropriate behaviour, participants may be excluded from further sessions. Please note: Course fees will not be refunded for missed sessions due to exclusion.

## **Safeguarding Notice**

Education & Bass / Music Technology Club prioritises the safety and well-being of all participants. We are committed to adhering to UK safeguarding legislation for online education. All instructors have undergone enhanced DBS checks, and our sessions are delivered in a safe and secure virtual environment.

By following this **Code of Conduct**, we can create an inspiring, respectful, and enjoyable space for everyone to learn and grow in music production. Thank you for your cooperation, and we look forward to working with you!