



Code of Conduct for Taking Part in Misfits Music Activities

We want our online and in person sessions to be as fun, safe, accessible and inclusive as possible. In order for us to do this, everyone participating in a session must follow these simple guidelines.

Guidelines for attending in person

- **Dress Code** - We require everyone to dress appropriately for all online and in person sessions. Attire which would ordinarily be worn at in-person sessions whilst online is also essential.
- **Participating** - We ask that everyone remain respectful, open-minded and courteous to each other at all times. Please use appropriate language and gestures throughout the session.
- **Substance or alcohol use** - We ask that members do not use substances or alcohol just before, or during one of our sessions.
- **Disrupting or interrupting** - We ask that members respect session leaders by contributing in a respectful way, at appropriate times. This also applies to fellow members who are taking their turn in contributing to discussions.
- **Being welcoming and accepting** - Discrimination based on age, sexual orientation, gender identity, race, nationality, background, physical ability or any other personal characteristics will not be tolerated.
- **Payment of subs** - members must pay their subs on the day they attend a session, unless they have a monthly standing order or confirmed free place.
- **Safeguarding** - Misfits Music Safeguarding procedures apply to all sessions and we may need to follow up anything that may be concerning.
- **Health and Safety** - Everyone must follow strictly the procedures and rules as set out in risk assessments to ensure safety of sessions.
- **Grievances** - If you feel you've been treated unfairly by staff, volunteers or another member, you can raise your concern with Rob on rob@misfitsmusic.org.uk or by calling 07458 306508.

- **Equipment and instruments** - if you borrow, set up or use equipment owned by Misfits Music Foundation, it's staff, volunteers or music leaders we ask that you treat it carefully and ensure it is looked after.

These additional guidelines apply to those attending online:

- **Suitable Environment (when online)** - Make sure you are in a place appropriate for a session online e.g. kitchen, living room etc. A bathroom is not an appropriate place to attend a session from!
- **Screen Background (when online)**- Please avoid backgrounds which include inappropriate material, e.g. potentially offensive text/images, anything overtly political, anything that is discriminatory etc.
- **Online Identity** - In order to let you into the online sessions we need to be able to see who you are. This means you'll need to use your real name and not a nickname/computer name.

While we know not everyone wants to be visible on screen, please enter each session with your video and audio on so we can say hello and check you are a group member.

- **Recording, Screen Shots and photographs/films are not permitted** - Taking screenshots or screen recordings of the online sessions without permission from project staff is unacceptable. Taking photographs or films of in person sessions without permission from project staff is also unacceptable.

As part of our evaluation process we may need to take photographs, films and audio recordings, but will ask for your permission to share any of this publicly.

If any of the above guidelines are not followed you may be removed from, or asked to leave the session. You may also be banned from attending future sessions.