



A Noteworthy Music Studio

Independent Contractor Code of Conduct for Music Teachers

Introduction

A Noteworthy Music Studio ('ANMS') was founded on the guiding principal that music is a life skill. Our goal is to foster a love of music in students, no matter their age, that they can carry through their entire lives. We call it a life skill because music serves many purposes for many people. Whether it's an emotional outlet, a hobby, a confidence builder, a stress manager, a lifestyle, or a career, the goal is to *enjoy* music for as long as possible. Athletic ability may fade, but musical ability never dies.

ANMS prides itself on its values of professionalism and independence. One mark of the ANMS's commitment to professionalism is the requirements that all teachers must meet before being permitted to teach with ANMS. The conduct of any teacher of ANMS may have consequences for the reputation both of ANMS and of the music profession more widely. All teachers must therefore maintain the highest standards of professional conduct and personal integrity. This Code of Conduct sets out the standards that we expect our teachers to maintain.

Failure to comply with the provisions set out in this Code of Conduct could lead to teaching contracts being suspended or terminated.

The ANMS's Vision and Teaching Philosophy

Music students come in as many shapes and sizes as music itself.

Why is this so important? Because it means there's no "one way" to teach musical students. Every student learns differently from the next, and our job is to adapt to each learning style and customize our teaching to fit the student, not the other way around.

We use the most up to date piano and voice methods designed for accelerated learning. By incorporating classical technique with modern concepts like improvisation, ear training, sight reading, and eclectic musical styles, we strive to create well-rounded musicians. We use off the bench games, technology based games, worksheets of all kinds (music math really is a thing!), practice reading skills for our younger students, and access our huge library of song titles to keep lessons fresh every week.

In a word, confidence is the vision for our students.

Because we teach an eclectic approach to music, our students are focused on the enjoyment that comes with making music, not necessarily perfect technique. We equip

them to fearlessly perform in any situation, whether it's a formal recital, a gig, a party with friends, or the pit orchestra for the school musical.

Part of the joy of music is that it's communal, and we'd like to think our students are prepared to play or sing something on the spot for their pals, have a special "Happy Birthday" sing along when the moment presents itself, or improvise off the top of their head. We also encourage collaboration among students, and learning to accompany a singer or be in a band is something we love to see our students doing. We work to foster their abilities so understanding music of many genres is an invaluable skill.

More than anything, our vision is to help create a new generation of fearless young musicians who love music. Our job is to set the stage for their confidence to shine through. When students have diverse performance opportunities, they learn to thrive in any setting.

These skills not only benefit students on the performance stage, however. Fearless performers learn to think on their toes and adapt quickly to changes, they make excellent public speakers because they're not afraid of a crowd, and they learn that hard work and perseverance is rewarding.

Principles of professional conduct

In the context of the music profession, the underlying principles of professional conduct are:

- a commitment to the achievement and maintenance of the highest artistic standards
- a commitment to the achievement and maintenance of the highest levels of knowledge and expertise in relation to all professional activities
- a commitment to continuing professional development
- a commitment to honesty, respect, and integrity in all dealings with fellow professionals, ANMS teachers, the ANMS staff team, and students.
- an acceptance of the recognized standards of professional conduct as set out in the provisions of this Code of Conduct.

Provisions of the Code of Conduct applicable to all teachers

Professional Interactions

- Teachers must not engage in any conduct which could bring ANMS, the teacher or the profession into disrepute or adversely affect the interests or reputation of the ANMS.
- Teachers must support ANMS in its endeavors to promote and support the art of music and to serve the interests of the music profession, and uphold the values, objects and aims of ANMS.
- Teachers must act in accordance with the best interests of ANMS
- Teachers must not engage in dishonest, abusive or bullying behavior either in relation to their professional activities or in relation to their dealings with ANMS (including dealings with teachers of ANMS, students, parents, guardians, and the ANMS staff team).

- Teachers must, in the course of their professional activities and their dealings with the Studio, treat fellow professionals, teachers of ANMS, student, parents, guardians, and ANMS staff team with respect.
- Unless speaking, having been duly briefed, in an official capacity on behalf of ANMS, teachers must make it clear that their opinions, whether made known publicly or privately, are personal and are not those of ANMS. If a teacher has any comments, complaints, or matters of general concern in relation to the administration or governance of ANMS he or she should refer these matters to the Studio Director, rather than express them publicly.
- All teachers must comply with best practices for data protection and must ensure that any use of personal data relating to ANMS teachers complies with such standards. Failure to do so will be taken very seriously by ANMS and may constitute reason for contract termination. Teachers must not process personal data obtained from ANMS or relating to ANMS teachers without the express authorization of the Studio Director. Contact details for ANMS teachers are provided and must not be used for purposes that are inconsistent with the provisions of this Code of Conduct.
- Teachers are required not to discriminate on the grounds of gender, disability, ethnicity, class, sexual orientation, age, religion or political belief.
- Teachers must comply with ANMS's Child Protection Policy.
- Teachers should not disclose confidential information except as required by law or by ANMS's Child Protection Policy.
- Teachers should cooperate with other music professionals in sharing expertise and encouraging professional development, and acknowledge sources where appropriate. All teachers should make a constant effort to develop professionally and maintain the very highest standards in the field in which they are engaged.
- Teachers should carry out their contractual obligations to the best of their abilities.

Copyright

- Teachers must ensure that they are familiar with the laws of copyright and abide by them. In particular they should never photocopy copyrighted material (except in the limited circumstances set out in the Music Publisher's Association's Code of Fair Practice where that Code applies) and should only participate in the public performance of copyright works where the appropriate license is in place (or, if the work is unpublished, with the express permission of the composer of the work).

Criminal offenses and investigations

- Teachers must notify the Studio Director promptly if:
 - they are convicted of a criminal offense
 - they are charged with a criminal offense
 - they are subject to an investigation (whether criminal or not) which could raise concerns in relation to the protection of children or vulnerable adults, or they are arrested for any offense that, if proved, could cause serious damage to the reputation of ANMS (for example sexual offenses, assault, theft or drugs offenses).

Publicity

- Advertising should only relate to services offered at ANMS. Publicity should not be dishonest or misleading. Sources should be quoted in abstracts of press notices.

Student and Family Interactions

- Teachers have a responsibility to provide instruction to students in a professional manner. This includes ensuring that the teaching methods, procedures, facilities and equipment used are of an appropriate standard.
- If extra lessons of any kind are needed, arrangements should be mutually agreed in accordance with the conditions of the written agreement between the student and ANMS.
- Teachers should not openly solicit as students anyone known to be a student of another teacher. However, students (and/or parents) have the right to choose their own teachers and, if they wish, transfer from one teacher to another.
- When a student of one teacher wishes to transfer to another within ANMS, it is the responsibility of the new teacher to be satisfied that the student has discussed such a transfer with the Studio Director and that there is no professional reason why that student should not be permitted to transfer.

Communicating with students and parents

- Teachers are reminded of the requirements of paragraphs 4 and 5 of the ANMS Child Protection Policy. Teachers should only communicate directly with children by email or text messages in exceptional circumstances and only then with the prior consent of the child's parent or guardian, and while copying the parent/guardian on the communication. Teachers should never communicate with children via Twitter, Facebook or other social media.
- Teachers are expected to initiate and maintain good communications with parents, as well as with students, and to communicate clearly and openly at all times. In the case of child students, teachers must maintain appropriate direct communication with the parent or guardian. It is not appropriate to rely on information being passed on by the child student.
- In the case of child students, teachers should offer parents regular progress reports in the form of a written progress report, a discussion with parents, or both, at least once a term.
- In the case of adult students, information on progress should be conveyed during the process of giving lessons.
- Teachers should be able to advise students and parents or suggest reliable sources of information for making choices about (a) the purchase of instruments, (b) the appropriate schools for music education and (c) courses in further and higher education. While there are many matters on which teachers may be asked to advise, they should only do so where they are professionally competent to do so, or otherwise suggest where an expert opinion can be obtained.
- Teachers are expected to arrive on time and prepared for each lesson. Teachers should be available in the studio to greet students, and parents upon their arrival for a lesson.

Teaching content

- Teachers are expected to provide a varied and balanced course of study appropriate to the age and ability of each student, with regard to both technique and repertoire.
- Teachers are expected to make an ongoing commitment to professional development and should seek to ensure that their teaching methods reflect continuing developments in their field and are consistent with current best practice.
- Teachers should make it clear to students (and parents) whether theory and aural training are specifically included in lessons, whether and when extra lessons will be necessary, or whether theory lessons will replace instrumental or singing lessons when needed.
- Teachers should not view their work in isolation. They should be aware if a student has overlapping musical interests, for example whether the student learns other instruments, or belongs to an orchestra, band, choir, music club, etc.
- Teachers are expected to provide performing opportunities for students.

Child protection

- Teachers must comply with the ANMS's Child Protection Policy.
- Physical contact between teachers and students is only appropriate in very limited circumstances. Teachers should consider using other strategies such as demonstrating for the student to copy or using a mirror. If a teacher intends to use any physical contact in their teaching, they should state this in person before lessons begin and obtain the parent or guardian's permission. Explain the type of touch involved, where on the body and why, and make sure the student is aware of the reason for physical contact. Explain this orally to parents, guardians and students, and keep them informed of any need to modify the type of touch required as students progress. It is not advisable to touch a child on the trunk of the body unless there is a justifiable reason (e.g. to administer first aid). It is not appropriate to touch a child around the chest, waist, diaphragm or ribs in order to teach breathing. Teachers should also offer parents/guardians the option to remain in the lesson room if any appropriate touching is needed for instructional purposes.
- Private teachers need to be aware of the risks associated with teaching children alone. In institutional settings it is good practice to make it possible for another person to view the lesson from outside the room (for example by using a room with a window in the door, or teaching with the door open).
- Teachers should always provide information on who else might be at the studio where lessons take place.
- ANMS Teachers are required, as a condition of teaching, to complete a background check and to keep those results on file with ANMS. All background checks should be updated every five (5) years. ANMS considers that submitting to a background check is consistent with a commitment to best practice in relation to child protection and safeguarding issues.

Teaching facilities

- No smoking is permitted within the studio.
- Teachers are not permitted to eat while teaching lessons. Food is permitted in the studio during non-teaching time.

Health and safety

- Teachers should ask parents to fill in a form on any health needs and allergies the student may have that may require physical attention.
- Teachers should ask parents to be clear about who is collecting students and not allow students to leave by themselves without a parent's or guardian's written permission.
- Teachers should ensure they have emergency contact details for a parent or guardian.

Insurance

- ANMS will ensure that they have adequate insurance provision in place to cover any potential liabilities. All ANMS teachers benefit from public liability and employer's liability insurance.