

## QYO Code of Conduct: Participant

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### **Aim**

The Queensland Youth Orchestras (QYO) Board and management want everyone within QYO to be respectful, safe and well wherever they are.

### **Scope**

This Code of Conduct applies to all QYO orchestra members and others who participate in any QYO activity. It applies at all times, as we want all our members to get the most out of rehearsals, tutorials, camps, performances, tours and other activities with QYO.

### **Definitions**

- Bullying means when someone tries to severely frighten or hurt another person. This can be done in person or over the internet.
- Cyberbullying means when someone uses the internet to say unkind things about another person.
- Disruptive student is a student who behaves in a way that makes it hard for other students to learn and hard for conductors and tutors to teach.
- Harassment means when someone bothers a person so much by using words or actions that are not respectful, that the person being harassed has trouble learning or becomes unhappy or hurt.
- Parent means a mother or father or any other person who takes care of a child the way a mother or father does.
- QYO means Queensland Youth Orchestras.
- QYO Activity means any rehearsal, tutorial, concert, performance, music camp, tour, workshop, service or any time spent with QYO.
- QYO Property means any instrument or item owned, hired or borrowed by QYO, or part of a QYO building, venue, grounds, parking lot or transportation (eg. bus, truck).
- QYO Adult means any individual aged 18 years and over who is involved in QYO. This includes paid and volunteer staff, parents of members, members aged 18 and over, the board, contractors and visitors.

### **General Behaviour**

As a QYO Participant you must:

- Act with respect, and show kindness and care to all.
- Take pride in your appearance. You are representing QYO, so dress appropriately and ensure your concert uniform is clean and tidy.
- Have regular lessons with your instrumental teacher.
- Get back to us promptly if we contact you asking for a response. Tell us if your contact or medical details change.
- Not engage in any bullying, harassment or intimidating behaviour.
- Not drink or use drugs before or during any QYO activity, or possess these things including tobacco. Never touch, film or take photos of other members, staff or participants without their or their parent's consent.
- Not access or share obscene material at QYO venues or during QYO activities.
- Comply with the QYO Technology and Social Media Policy.
- If you are aged under 18, you must not have a relationship with anyone at QYO aged 18 or over.

AND, VERY IMPORTANT..... You must let a responsible adult know if you feel unsafe, someone else feels unsafe or if you are worried something is, or could be wrong.

## ***Language***

There is an expected standard of language to be used when involved with QYO. Communication must always be respectful and considerate.

Do use language that is:

- Polite and friendly
- Encouraging and uplifting
- Calm and inclusive
- Respectful, gracious and considerate

Listen carefully and address any issues with a positive and helpful attitude.

Do not use language that:

- Is rude (eg. rude jokes) or crude (eg. swearing) or yelling
- Is abusive, harsh, threatening or intimidating
- Makes someone else feel bad, such as speaking down to, humiliating or embarrassing someone
- Is discriminatory in any way, including racial, cultural, homophobic or sexist words
- Passive aggressive

## ***Attendance***

Being part of QYO is a serious commitment for the whole year.

It is important that you regularly attend rehearsals, tutorials, concerts and other activities. Please let us know as soon as possible if you are unwell, have school or university commitments, or if you will be away for any other reason. If you are away on more than three occasions, we may need to review your ongoing membership. Your attendance record is considered when you re-audition for QYO.

## ***Rehearsal and Tutorial Etiquette***

As a QYO Participant you must:

- Sign for and take care of your sheet music and folder. Return them immediately after each concert or as directed by the Orchestra Librarian.
- Arrive 15 minutes before the scheduled start time of your rehearsal, tutorial, performance or other QYO activity, unless otherwise advised by your Orchestra Administrator. If you are running late please let your Orchestra Administrator know.
- Follow sign-in and sign-out procedures for your orchestra.
- Bring your instrument, music folder, water bottle, 2B pencil and eraser to every rehearsal, tutorial and concert.
- Ensure mobile phones and electronic devices are switched off and out of sight during rehearsals.
- Set up and put away any special equipment you are using.
- Pay full attention and do not talk or be disruptive when the conductor or tutor is working with the orchestra or section.
- Never leave a QYO activity early without advising the section leader and your Orchestra Administrator.
- Help pack up as directed by your Orchestra Administrator when rehearsals and tutorials are finished. This may involve stacking chairs, putting away music stands and clearing away rubbish.
- Practice your music regularly at home between weekly rehearsals.
- Listen, understand and participate in Building Emergency training and evacuations.
- Keep rehearsal rooms, dressing rooms and performance venues tidy.

## ***Technology and Social Media***

It is important that you use social media and technology correctly. We do not tolerate bad behaviour such as cyberbullying, or being rude, disrespectful or deliberately mean online or via any communication methods, eg. text messages, social media posts. Anything that is considered inappropriate can be reported to the police, or legal action could be taken. Always be respectful, kind and caring to yourself and others.

Technology and Social Media Agreement:

All QYO Participants must:

- ensure your mobile phone and other electronic devices are switched off and out of sight during rehearsals, tutorials and concerts
- promote and uphold the good name of QYO and ensure that the digital reputation of others is protected when using social media, including the posting online of any photos or videos of yourself or other people
- not film or photograph anything that would result in damaging the reputation of QYO, or a member of QYO
- not say anything in a social media forum that is disrespectful and that you would not be prepared to say to someone in person
- when participating in online conversations, always act with integrity and ensure that you respect an individual's privacy and opinions
- not post personal information given to you privately, eg. names, private conversations, emails, and photographs
- not access or share obscene, pornographic, or explicit material
- always behave with respect and courtesy, without harassing, threatening or being dismissive
- recognise that certain information needs to remain confidential and is not for public discussion

## ***Safety***

### *Personal Safety*

To ensure you stay safe and well while involved in any QYO activity, QYO Participants must:

- remain within the grounds of The Old Museum or the venue being used
- never run in venues used by QYO
- not access areas labelled as "Out of Bounds" or "No Access"
- not lift or move heavy equipment (risers, multiple chairs, percussion) when you could get hurt. If in doubt ask someone for help.
- use acoustic shields and ear plugs, if needed, to keep your hearing healthy.
- wait in a safe place if you are waiting for a parent to pick you up. If they have not collected you on time, please tell a QYO staff member.
- keep valuables (wallets, mobile phones etc.) with you at all times. QYO cannot guarantee the security of any personal property during QYO activities.

### *Instruments*

You must be really careful with your instruments because QYO does not provide insurance cover for QYO members or their instruments. QYO does not accept responsibility for damage to participants' instruments or property at QYO activities or during transport to and from QYO activities.

You must:

- provide your own instrument for QYO activities - with the exception of members who have authorised use of QYO instruments.
- take great care where you leave your instruments and cases. This will vary depending on the room being used. In general, store these away from fire exits and close to walls, so people can safely walk past.
- return instruments to cases when they are not being used.
- make sure you/your parents insure your instrument(s) appropriately with a reputable insurance company.

### *Building*

QYO is based at The Old Museum at Bowen Hills. Please respect this iconic, heritage-listed building and grounds by:

- not leaving cases or other items in front of fire exits or in pathways leading to fire exits.
- never placing end-pins of cellos or basses directly on the polished hardwood floors. Cello and bass players must always use their own stoppers, or use boards provided by QYO.
- using the bins provided to keep the building clean
- obeying parking and safety signs, including speed limits and curbs painted yellow to indicate no parking

### **VERY IMPORTANT:**

If you have concerns about someone's behaviour, actions, attitude, language or anything else, please tell an adult you trust, and your parent.

QYO CHILD PROTECTION OFFICER:

Geoff Rosbrook

QYO General Manager

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