



Code of Practice



Provided by Musician's Union, this code provides a set of quality statements concerning aspects of music learning that all MusicFirst NI tutors must follow.

Be well-prepared and organised

- Work effectively and possess the appropriate specialist knowledge and skills.
- Negotiate with contractors and employers the aims, objectives and desired outcomes for the work, and maintain communication for the duration of the project.
- Understand the context of a programme or project and plan effectively to ensure the success of the activity for the participants.
- Adopt appropriate attitude, behaviour and dress code.
- Manage time effectively, starting and finishing as planned and agreed.
- Be aware of the support needed and request help when necessary.
- Keep up with relevant paperwork, such as course planning documents, handouts, evaluation forms, invoices and budgets.
- Charge appropriately for services.
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Be safe and responsible

- Take reasonable steps to ensure the safety of everyone attending sessions, especially children and vulnerable adults. This includes appropriate safeguarding measures for virtual teaching.
- Ensure that the activity is adequately insured.
- Ensure that Risk Assessments are carried out and manage any risks accordingly.
- Understand the contractor's policies, routines and procedures, e.g. child protection, equal opportunities, behaviour management, data protection, health & safety.
- Provide references for work and a disclosure certificate, where necessary.
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Have appropriate musical skills

- Demonstrate musical expertise, creativity and versatility.
- Adapt and react to changing circumstances by drawing on appropriate musical resources.
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Evaluate and reflect on your work

- Collect monitoring data for your contractors and employers.
- Collect feedback from contractors, employers and participants.
- Reflect on work and continually strive to improve your practice.
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Commit to professional development

- Improve and update your skills, knowledge and creativity via regular training, personal reflection and membership of professional bodies.
- Maintain a professional portfolio and CV.