

Colne Valley Youth Orchestra Tour and Residential Visit Code of Conduct

Purpose of Visit

Tours abroad and residential visits have been designed to enhance your learning experiences and to further your musical development. The CVYO aims for all trips and visits to be happy, rewarding and developmental experience for all students involved. To this end:

- We expect you at all times to behave in a manner that will ensure the success and the safety of the visit or activity.
- We expect you to act as an ambassador for the Orchestra. Your behaviour has a direct impact on your safety and our image. You have a Self responsibility and a responsibility to others.

Before the Tour

- You should read and digest these guidelines.
- You should read all the requirements for the visit.
- You should ensure that your parents/guardians have read all the information relating to the visit and completed and returned the required documentation to the group organiser.
- That you have informed the group organiser in writing of any medical conditions that may affect you whilst participating in the Tour or residential visit.
- That you have undertaken all the necessary preparation work relating to the activity or visit.
- That you are aware of the dress and equipment requirements for the visit.

Whilst participating in the Tour

Students must comply with the following Code of Conduct, when on all Orchestra visits, residential or non-residential.

- 1) Behaviour must be in line with, and aimed at, achieving the 'Purpose' of the Visit.
- 2) You are required to comply with the law (if overseas, the law of the country concerned and UK immigration) and at all times general Orchestra policy and any other requirements established by the trip organiser. Within this context the following general guidelines and requirements apply.
 - ❖ Students must cooperate with and show respect for all tutors and instructors and comply with any specific requirements.
 - ❖ Students must show mutual respect of each other and respect the personal items and sleeping quarters of others.
 - ❖ All students must observe warning notices.
 - ❖ Students must respect the rules laid out by the centre or place of visit. Students must show appropriate respect and sensitivity for establishments visited e.g. religious places. This includes appropriate dress and behaviour on visits.
 - ❖ Any specific issues (e.g. gluten free diet) should be addressed to the visit organiser in advance of the visit.
 - ❖ Students should show good manners at all times and must recognise they are representing the Orchestra.
 - ❖ Loud noise or misbehaviour is unacceptable especially in any residential accommodation.
 - ❖ Students should adhere to the specific times given for meetings and starting or finishing activities. On trips, involving transport organised by the Orchestra, students must return to the vehicle at the time specified. When trips return to Orchestra, students and their parents/guardians are responsible for arranging their onward journey. Students must ensure that staff are aware of their whereabouts and obey signing in and out procedures. At the end of the evening, students must remain in their allocated accommodation.

- ❖ Students must ensure they remain in a 'fit state to participate' in the activities of the trip at all required times. This includes ensuring that the students have had adequate sleep and sustenance.
- ❖ Valuables are the responsibility of the owner unless they are collected from the student to be kept safe either by the Orchestra or a third party such as a hotel. Appropriate personal insurance arrangements should be made.
- ❖ Orchestra policy regarding the consumption of alcohol applies. Consumption of alcohol is not permitted in hotel rooms, or other accommodation used. The Orchestra reserves the right to confiscate alcohol where this rule has been broken and disciplinary action will be taken where there is a serious breaking of Orchestra policy regarding consumption of alcohol or purchase with intent to consume. Students who are over 18 will be expected to comply with the requirements established by the organisers of the trip.
- ❖ The Orchestra has a no smoking policy during timetabled activities or in internal areas. This will be observed when travelling, during group work, during sporting activities and in residential accommodation. Students should also abide by any no smoking requirements operating in facilities used or visited.
- ❖ Orchestra policy regarding purchase, consumption, carrying or supplying illegal substances must be adhered to at all times. Any breach of Orchestra policy will result in immediate disciplinary action
- ❖ Damage to any property or vandalism of any kind is not acceptable. Students will be invoiced for any costs incurred and disciplinary action may result.
- ❖ Students must not place themselves or others at risk.
- ❖ Students must not leave the group (they must stay in groups normally of at least three or four) unless authorised to do so by the leader of the party.
- ❖ Students must avoid getting into any unseemly confrontations.
- ❖ If 'free time' is scheduled, groups of students must inform the Group Organiser of their plans and locations. If possible students should offer a mobile telephone number to the organiser in order to keep in contact.
- ❖ In an emergency staff will collect mobile phones so that misinformation does not give rise to concern amongst parents. These will be returned as soon as the situation either is resolved or is clarified.

PLEASE NOTE

Students who fail to comply with the above *Code of Conduct* may, at the discretion of the organiser, be disciplined. Depending on the nature of the breach this could involve measures including close supervision; restriction of activities that can be undertaken; restrictions regarding the use of personal time; being sent home at the students/parents expense; referral to the Orchestral Committee for disciplinary action.

We must be confident that students taking part in Tours understand their responsibilities on these visits and the importance of these visits to their own and other students study programmes. We must be confident that students will act in a mature and responsible way in order to bring credit to themselves and to the Orchestra. Trips and visits involve Orchestra staff giving up their personal time and assuming significant responsibilities, the staff will only provide trips and visits opportunities to those students who are willing to adhere to the code of conduct and as such students and their parents are asked to signify their agreement to abide by this code of conduct. On behalf of the The Colne Valley Youth Orchestra we wish you an enjoyable, educational and successful Tour.

Nigel Hildreth : reviewed 20.07.2011