



Central Coast
Conservatorium
Of Music

Student Code of Conduct

1. Principles

This document outlines how CCCM always expects its students to behave when they can be identified as CCCM members. It's not a general guideline, it's a firm expectation. This Code of Conduct applies to any student who is participating in a CCCM program or activity.

2. Professionalism and Commitment

From the outset, CCCM encourage all students to behave with a level of integrity and courtesy in what they do and showing respect to their fellow students and/ or ensemble members, their conductors and Teachers, their audiences and to the organisation which supports the ensemble.

CCCM takes the issue of conduct very seriously as the reputation not only of the organisation, but of each student individually, can be greatly enhanced or damaged depending on their behaviour.

3. Safe behaviour

CCCM is an organisation which recognises and encourages talent and wishes to ensure that all students feel safe and supported in their learning.

- Students in CCCM programs will not:
- Cause, instruct, induce, incite, aid or permit any hatred toward, show serious contempt for or severely ridicule either by means of physical harm (threaten and/or actual) to their fellow students or other person connected to the program
- Discriminate or vilify on the grounds of anyone's race, colour, gender, sexual orientation, language, religion, social origin, political or other opinion and/or disability
- Intimidate, bully, cyber-bully or victimise, fellow students or other people connected to the program
- Touch, film or take photographs of other students without the consent of the parents/guardians of the student or students

- Use words or actions (both overt and covert) that are directed towards another and intended to harm, distress, coerce or cause fear
- Yell, name-call, insult, use derogatory comments, physically interact with intention to annoy or harm or use all form of violence.

Students must report unsafe behaviour to CCCM staff, who will follow the CCCM Child Safe Incident Reporting and Reportable Conduct Procedures.

CCCM staff will remove any student demonstrating unsafe behaviour during CCCM activities, including camps or tours, and contact parents/guardians immediately. This includes behaviour that has been reported by other students or volunteers.

There are no refunds of fees for students who are asked to leave CCCM activities due to unacceptable behaviour.

3. Standards of behaviour

CCCM expects all students to:

- Abide by reasonable instructions, organisational policies, Workplace Health and Safety Regulations and common law
- CCCM has a zero-tolerance policy towards the use of drugs and alcohol at any activity organised by CCCM
- Maintain confidentiality about the business of the organisation and not disclose unauthorised or inappropriate information in any public arena, including social media or any other online forum
- Perform all their duties to the best of their ability with honesty and care;
- Protect and promote the positive reputation of CCCM;
- Protect the privacy of their colleagues
- Show compassion and empathy when dealing with anyone facing a challenging situation
- Treat others as they would expect to be treated
- Understand that their behaviour in and out of the orchestra can have a direct impact for CCCM and the reputation, marketing ability or commercial appeal and viability of any concert or other event with which CCCM is involved

4. Child Safe Incident Reporting Process

CCCM uses Child Safe Incident Reports (CSIR) to record and address breaches to this Student Code of Conduct.

Students who breach the CCCM Student Code of Conduct may:

- Be the subject of a CSIR completed by conductors, or other CCCM staff
- Have their parents/guardians contacted to discuss the CSIR

- Be required to attend a meeting with the CCCM CEO/ AD and Conductor
- Be excluded from participating in any CCCM rehearsals or concerts for the remainder of that term, in consultation with CCCM conductors
- Be asked to leave CCCM programs permanently.

5. Attendance

Students are expected to:

- Ensure that they know their rehearsal and concert schedule in advance, and have checked all communications for details about times and venue and other arrangements
- Arrive on time
- Be seated and ready to rehearse at the start of the call time.
- Provide notice to the CEO/ AD (not the Conductor) at least two weeks in advance of the activity if they are unable to attend a scheduled activity. This is done by completing the online Absence Form located on the CCCM website. Ensure that the music folder is left with the Orchestral CEO/ AD for use by other musicians at that activity if required.
- If arriving late for an activity, send a text message to the Orchestral CEO/ AD prior to the commencement of the activity and advise of anticipated arrival time. They should always apologise to the conductor if they are
- Not leave a rehearsal unless they absolutely have to – this means illness or some other emergency. Other commitments are not an acceptable excuse. If the student needs to leave a rehearsal, they must ask the conductor to excuse them, and must tell a member of CCCM staff.

If students are absent/late for more than two rehearsals in a term, it is entirely at the discretion of the conductor whether they are permitted to perform in the concert being rehearsed.

Attendance at rehearsals is vital for the ensemble to develop and play properly. CCCM will make every endeavour to give as much notice as possible of rehearsal schedules and to change them as little as possible.

6. Rehearsal etiquette

Students are expected to:

- Have all mobile phones and electronic devices switched off and out of sight during rehearsals and lessons
- Follow rehearsal etiquette, paying full attention and not talking when the conductor is working with the ensemble

- Setup and put away any special equipment– this applies particularly to percussion players
- Kept tidy rehearsal rooms, dressing rooms and performance venues
- Assist in packing-up at the end of rehearsal quickly and efficiently. This means stacking chairs, putting away stands, assist with putting away percussion, and clearing any rubbish and water bottles.
- Bring their music folder and a 2B pencil and eraser to every rehearsal
- Always come to the rehearsal with their parts prepared.
- Percussion players are expected to provide their own mallets.

7. Administration

It is the students and their parents/guardian's responsibility to ensure that CCCM management and staff are aware of up-to-date personal information, including address, contact details and medical information.

CCCM cannot be held responsible for acting on information which is out of date if the student, parents or guardians have not advised CCCM of changes.

All music parts (written or printed) are the property of CCCM and are to be returned to CCCM staff at the end of each term or relevant special event, along with the music folder.

All students must comply with the rules of any venue at which a student's ensemble/s may be rehearsing or performing.

CCCM Management, in consultation with the relevant conductor(s) and staff, has the discretion to deal with any breaches of this code in an appropriate manner, and may impose disciplinary measures such as the exclusion from lessons and/ or ensemble(s) for any program, event or activity on a short-term or permanent basis. If a student is excluded from any lesson, program, event or activity there will be no refund of participation contributions.