‘engaging disengaged students through singing and performance.’

# FNMT – First Note Music Trust

**Code of Conduct Policy**

This agreement describes the arrangement between:

*First Note Music Trust FNMT and ………………………………………………*

The FNMTappreciates you working/ volunteering with us and we aim to make this experience enjoyable and rewarding for you.

## The FNMT agrees to provide

* A description of the role offered, its aim, and start date of ……………………………….
* A commitment to support and provide supervision as necessary.
* Expenses can be claimed in relation to work for and on behalf of FNMT with prior agreed and within reason.
* A fair and quick resolution to problems

## FNMT Staff/ Volunteer agrees to

* To have DBS check for contact with public online (therefore including children) when representing FNMT.
* To abide by all Host School/Choir Staff/Volunteer Policies when working in Host School/Choir.
* To be supervised at all times by Host School/Choir Staff when working with children face to face with or without DBS.
* Undertake the role to the best of their ability to help the FNMT deliver its services.
* To conform to the FNMT ethos when representing FNMT.
* To use FNMT logo on documentation issued on behalf of the FNMT.
* To follow FNMT’s procedures and abide by relevant policies.
* To attend necessary FNMT Induction, training and meetings when deemed necessary.
* To have due regard for confidentiality of FNMT.
* To meet mutually agreed FNMT time commitments, giving reasonable notice when this is not possible.
* NONE of FNMT information (other than FNMT website information) is made available to clients without direct permission of Simon Tong, Chair of Trustees to protect our brand.

**FOR FNMT Staff, Volunteers & Trustees**

* FNMT Assemblies/ Workshops and Masterclasses across UK and Global.
* 4 hours = costs £600 PLUS travel 45p a mile and any overnight stay with Premier Inn – 60% of the fee is for staff/volunteer and 40% is for FNMT and all expenses paid by Host School/Choir.
* If an FNMT Assembly/Workshop/Masterclass is arranged by you and NOT delivered by you then 20% of the fee is yours as a finders fee
* If you have your own business and we send clients a finders fee to FNMT is 12.5%
* ALL hand outs provided by FNMT and sent by email to attendees by the client after the Assembly/ Workshop/ Masterclass.
* All material for Assemblies/ Workshops/ Masterclasses are from FNMT – Songs, Music, Lyrics, Powerpoints, handouts , updates etc
* Printed by the Host School are FNMT song sheets/ music/ lyrics and Assembly/Workshop/ Masterclass materials.
* FNMT provide the invoice for any FNMT Assembly/ FNMT Workshop/ FNMT Masterclass including any expenses ,and pay you directly once the training has been delivered and the client has paid. We are very strict about clients paying BEFORE the training. As with buying a theatre seat you pay in advance.
* FNMT will forward any schools /orgs etc who contact us for FNMT Assemblies/Workshops in your area. Schools and Choirs can join up and share the cost. We also suggest non-uniform days to raise money £1 a child? We also suggest schools ask their PTA to assist with the cost.
* We are supported by National Poetry Day.
* Please provide FNMT with the name of your insurers
* FNMT will provide you with your own FNMT email address.
* Please send your CV and contact details to Simon Tong, Chair of Trustees
* Please give dates you can lead FNMT Assemblies/ Workshops/ Masterclasses.

This is an honourable agreement, rather than a legal one, and may be cancelled at any time by either party.

Signed: Date:

Job Title: Simon Tong, Chair of Trustees

Signed: Date:

Please complete both copies of this document, retaining one for your information and returning the other.

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment. Simon Tong, Chair of Trustees