



CODA MUSIC TRUST'S BEAUTIFUL SOUNDS GUIDANCE FOR SUPPORT STAFF

Thank you for joining us at Beautiful Sounds, Coda's weekly music workshop for adults with moderate learning disabilities.

To ensure the care and safety of all staff and clients we ask that support staff heed the following guidelines. Repeated failure to do so will unfortunately result in your client not being allowed to attend Beautiful Sounds.

SUPPORT STAFF MUST REMAIN ON SITE THROUGHOUT THE WORKSHOP

Please can we remind you that clients must not be left at Coda without a support worker on site. Coda does not provide support staff.

If your client's needs or behaviour don't require you to stay in the workshop please wait elsewhere, but support staff must remain on site for the duration of the session.

Support workers are welcome to use Coda's coffee shop but must be on-hand for their clients when needed.

IDENTIFYING CARE STAFF

It would be appreciated if support staff could display some form of identification when attending these sessions. This will help us all at Coda to get to know you better and identify where you have come from, which in turn helps us to continue to provide appropriate services for your clients.

CONTACT DETAILS

Please ensure that Coda have up-to-date contact details (especially a phone number) for you/your client. Should we ever need to contact you (for example if sessions need to be unexpectedly cancelled), then we do need to be able to get in touch with you directly to let you know.

If you think we may not hold the most recent contact details for you, please speak to the Coda office so that your details can be updated, making it easier for us to communicate effectively with you.

CODE OF CONDUCT

When working with vulnerable people, their welfare is paramount. Please treat everyone with respect and provide an example you wish others to follow.

Please do not have any inappropriate physical or verbal contact with vulnerable people, make suggestive remarks or gestures, show favouritism to any individual, nor allow their allegations to go unchallenged, unrecorded or not acted upon.

PHOTOGRAPHY & FILMING

We may wish to take photographs or film at a Beautiful Sounds session for our own records or for marketing or promotional purposes.

Please advise us if either you or your client would prefer not to be filmed or photographed.