

Time to Shine Project

Outline of Expectations for Participants



We want you all to enjoy your sessions with us and feel that you are in a safe, secure and supported environment so that you can be creative and have fun too. Each of us is equally important in creating such an atmosphere and therefore we ask that you follow these guidelines so that everyone can get the very most out of their time with us.

1. Conduct

All staff and participants are expected to treat everyone with respect and good manners, regardless of their background, gender, race, religious beliefs, sexual orientation, appearance, abilities and involvement. This includes personal musical tastes and the songs that they have chosen to sing. During discussions and group work, please keep comments to the positive rather than the negative. Absolutely no abusive language, threatening behaviour or alcohol/substance abuse will be tolerated and will result in you being asked to leave the session immediately and may impact on your future involvement in the project.

2. Punctuality

We don't want to waste anyone's time, least of all yours, and we want you to get the full benefit of what we are offering in these sessions. While being late does affect you individually it will also impact on others, particularly during sessions that include more group work. So try to be on time, and if there is absolutely no way to avoid being late then please let us know as soon as possible; use the contact number you have been provided with to or speak at the earliest opportunity to a member of your organisation.

3. Practice

Don't panic! There isn't going to be vast amounts of homework between sessions, however you may be asked to work on particular exercises, memorise words to a song or other such tasks. Do try to do this to your full ability. If we've given you advice or things to work on, we can't really move on until you've completed the current exercises.

4. Confidentiality

What goes on in the room stays in the room. That is an agreement that we expect from every participant and staff member. We promise not to disclose information about any of you unless duty bound to for safeguarding or legal reasons and we expect the same from each of you too. However, if you are told or hear anything that you feel may result in a serious welfare issue for a member of the group, please speak discreetly to a member of staff at the earliest opportunity. Should we feel that we have a duty of care to report a disclosure made by you, either to the partner charity or statutory services, we will attempt to inform you of this need immediately but if you cannot be contacted, the report will still need to go ahead. We will then notify you at the earliest opportunity.

5. Communication

Music is all about communication, and these sessions must be too. If you have any concerns at all we want you to feel free to discuss these with us at any opportunity, whether it is about the project itself, another participant or a staff member. If you do have a concern regarding a particular relationship with someone else in the group and do not feel you can raise this during a session then you can contact us via the phone number and email address you have been provided with in the first instance. We hope that any issues can then be resolved during in-group mediation but if this is not possible then you may wish to contact the charity we are working with directly. Your contact for any serious concerns is:

NAME AND CONTACT DETAILS

I understand and agree to the above terms and wish to proceed with participating in the Time to Shine Project.

NAME:..... SIGNED:..... DATE:.....