



Code of Conduct

This Code of Conduct is based on Brass Band England's best practice "BandSafe" recommendations.

As a band, we are a welcoming, inclusive organisation promoting music education in the community - all members should reflect that in their conduct at band rehearsals and events. The band recognise the rights of all band members to be treated as individuals and will not condone or allow any form of unlawful discrimination to go unchallenged. The band will not tolerate discriminatory behaviour, harassment or victimisation of any kind. To ensure this, we expect all members to follow our Code of Conduct in order to foster a well-organised, respectful and collaborative environment where every individual has the opportunity to enjoy brass banding.

As individuals of the band we agree to the following:

Member Commitment

- I acknowledge that accepting a position as a member of the band involves the commitment of significant amounts of time and energy.
- I will involve myself actively in the work of the band and accept my fair share of responsibilities, providing I am physically able. This includes, but is not limited to: punctual attendance at rehearsals and performances, attendance at the AGM, private practice, helping to set up/down equipment etc.
- If I am unable to attend or expect to be late, I will report to the relevant person as soon as possible. In the event of short notice, or last minute unavailability, I will make every effort to inform the MD or band representative officer in person or by telephone/text as soon as possible.
- I respect the MD's authority in rehearsals and will watch and listen carefully, and try to do as they ask to the best of my ability.
- When representing the band in a personal capacity, I will acknowledge my underlying responsibility as a member and maintain the band's professionalism and integrity at all times.
- I will strive to work as a team, in which constructive working relationships are actively promoted.
- I will act kindly and without prejudice towards other band members and the general public.
- I will support the chair and the committee in their roles and responsibilities of furthering the future success and sustainability of the band.
- I will be mindful of my responsibility to uphold the ethos and reputation of the band.
- I will adhere to the band's Equity, Diversity and Inclusion Policy.

Members Conduct

- All Band members have a responsibility for safeguarding, and as such have a duty of care for each other.
- Inappropriate behaviour and language will not be accepted (face-to-face or online).
- Treat other band members, including children and young people, with respect and dignity.
- Members will adhere to the band's policies and procedures as set out in the band's governance documents including, but not limited to, Safeguarding and Health and Safety.
- In the event that a player has cause for concern regarding the conduct or welfare of another member, this should be raised to the relevant band officer in a timely manner.

- Members are expected to have their music parts available at all times for rehearsals and engagements. If, for any reason, a player cannot attend a rehearsal or engagement, he/she must ensure that the music is forwarded to the band, or left with the band in anticipation of their absence.
- Band members are expected to assist with the setting up and packing away of chairs, stands and equipment at rehearsals and engagements.
- Band members should arrive at engagement venues by the time stated wearing the specified uniform.

Inappropriate & Prohibited Behaviours

- Hitting or striking another band member, whether this is a child or adult.
- Verbally abusing (including shouting or swearing at) another band member.
- Deliberately humiliating or undermining another band member.
- Inappropriate intimate touching, sexual conversations - or use of sexual innuendo - with a child or young person, or in the presence of a child or young person.
- Developing, or implying, sexual relationships with children and young people in the band.
- Encouraging, or knowingly being involved in, another band member committing a crime.
- Taking illegal substances before or during band activities.
- Being intoxicated at a band event.
- Using digital technology to groom a child or adult or to abuse them in any way.
- Creating, sharing or downloading abusive images of children or adults.
- Bringing the band into disrepute through inappropriate use of social media.

Appropriate behaviours with children and young people

- Encourage and support children and young people in the band, but avoid having (or being perceived to have) 'favourites'.
- In general, avoid being alone with children and young people under 18 who are band members, unless you are their parent or carer.
- If it is necessary to be alone with a child or young person:
 - Make sure another adult knows where you are and approximately how long you will be
 - Invite the child or young adult to bring a friend
 - Leave the door open of the room you are in
 - Move into the centre of the room so you are in plain view
- Avoid physical contact with children and young people in the band unless it is necessary for a particular activity or if the person in question or someone at risk from them has been, or is about to be injured.
- If physical contact cannot be avoided, seek permission of the child or young person wherever possible and ensure they are comfortable with what you are going to do.
- If a child or young person talks to you about something confidential, ensure that they understand that you will not share the information without their consent except in specific circumstances relating to child protection or safeguarding.
- If you are told or see something regarding a child or young person that causes you to have a safeguarding concern, follow the band safeguarding procedures and contact the Welfare Officer as soon as possible.

- Outside band activities, try to avoid contacting children or young people who are band members unless this is via their parents and part of a family friendship.
- Be aware that children and young people in the band will look up to you; it is important that you model responsible and considerate behaviours associated with appropriate professional/personal boundaries.
- Do not give your personal telephone number or email address to children or young people in the band.
- Do not develop individual friendships with children and young people in the band except as part of a family friendship.
- Be mindful of your use of language during band activities, especially when children and young people are around.
- If you are involved with the band in a teaching or leading capacity, do not, in general, accept, or give, gifts or money to children or young people you work with.

Property Care

- Members are expected to keep their uniform clean, maintained and secure.
- Members who are issued with band property, including items of uniform, instruments, lyres and mutes will be required to sign the appropriate property register on issue of the property. The register will also be signed off when the item is returned to the band.
- Members are expected to maintain any property issued to them, keeping it clean and in good working order. Any damage or concerns about instruments or other equipment should be reported to the relevant officer as soon as possible. Equipment should also be stored securely when not in use.
- Members will return to the band any property issued to them, when requested by the Committee or when leaving the band within one month unless previously agreed with the committee.
- Members are expected to keep music parts in good order and tidy within the rehearsal folders.
- Annotate sheet music as required but only with a pencil (no ink, highlighter or anything that cannot be easily removed). When returning music, rub off all your markings so it is ready for use by another player.
- Members will respect all kinds of incorporeal property (such as trademarks and copyright).

Personal Appearance

- Members will follow the band's dress code as notified when performing.

Conflicts of interest

- Members will declare any conflicts of interest should they arise.
- Members will act in the best interests of the band.

Confidentiality

- Members will observe complete confidentiality when matters are deemed confidential, or where they concern specific band members, at all times.

Compliance

- Members will protect the band's legality regarding environmental, safety and fair dealing laws.

Breaching the Code of Conduct

In the event of a member of the band not adhering to this code of conduct, or of any other band policy, the band reserves the right to investigate and take the necessary action to protect the integrity of the band and its members.

The investigation will allow the band committee to gain the necessary information relating to the breach. A meeting will then take place between members of the committee and the member involved in the breach of practice. During this meeting the member will be given full opportunity to put across their case. They will also be entitled to representation from either another member of the band or other suitable representative. Based on the information given, the committee will then consider any sanctions that are required to further protect the integrity of the band and band members. The member involved has the right to appeal a committee decision. This appeal should be made in writing to the committee within 14 days of being informed of the outcome of the investigation.

The committee will only use dismissal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways, however, if the behaviour or alleged behaviour suggests that the band member may pose a safeguarding risk to children, young people or adults either in the band or in the wider community, then safeguarding procedures will be followed as soon as the allegation or concern comes to light, and statutory authorities will be informed as appropriate.

All children and young people attending the band will be made aware of this Code of Conduct and it will be explained to them with a parent/guardian present if necessary. Their parent/guardian is to confirm that they have seen, understood and agree to follow it. They must also be made aware of the consequences if they breach the code, as outlined below:

1. If a child or young person breaches the Code of Conduct, the most appropriate sanction for a minor or first-time breach will be to remind him/her about the Code of Conduct, explain what they have done wrong and ask them to comply with it in future.
2. If the child or young person continues to exhibit inappropriate behaviour, he/she should be referred to the Welfare Officer who would give them a formal warning. Supportive interventions may be needed. The action should be recorded and parents/carers informed.
3. Further/persistent inappropriate behaviour will result in a more serious sanction (e.g. restriction/suspension from the bands). Again, supportive interventions may need to be needed, action should be recorded and parent(s)/carer(s) informed.
4. If interventions are not effective in helping the child/young person to change his/her behaviour, a further warning may be needed, along with further sanctions. At this point, the band will discuss options with their parent(s)/carer(s).

Disciplinary actions

The band may have to take disciplinary action against band members and volunteers who repeatedly or intentionally fail to follow our Code of Conduct. Disciplinary actions will vary depending on the violation and will be at the discretion of the Chair.

Possible disciplinary action includes:

- Verbal/written warnings

- Instant dismissal

The band may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

As mentioned above, if the behaviour or alleged behaviour suggests that the band member may pose a safeguarding risk to children, young people or adults either in the band or in the wider community, then safeguarding procedures will be followed as soon as the allegation or concern comes to light, and statutory authorities will be informed as appropriate.

Complaints

The band management takes every complaint seriously. It will ensure that all complaints are investigated fairly, and in a timely manner, and that complaints, wherever possible, are resolved to the satisfaction of all involved.

How to make a complaint

Formal complaints may be raised with any member of the band committee either in person, by phone or email or in writing.

Response

The committee will respond to all complaints within five working days to confirm who is dealing with it and what measures are being taken. If a formal response is not possible within this timescale then the complainant will be notified as to the reason and when to expect a response. The committee will aim to resolve complaints within 20 working days from receipt. Some complaints may take longer to resolve. In these instances, the committee will update you on the status of your complaint on a regular basis until the complaint is resolved. If the complaint is against a committee member, that member will not be part of conducting the investigation.

The band management view complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person (or organisation) that has made the complaint.