

Code of Conduct



As a band, we respect and promote freedom of expression and open communication. The band recognises 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/associate of the band involves the commitment of significant amounts of time and energy
- 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 Secretary or relevant band officer in person or by telephone/text message as soon as possible
- 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 part of 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 am prepared to support committee members in relation to delegated functions where possible
- I will be mindful of my responsibility to uphold the ethos and reputation of the band

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. This includes at rehearsals, as well as engagements (see below for what constitutes acceptable behaviour and what will be deemed inappropriate)
- 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
- Playing 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

Appropriate Behaviours

- Treat other band members, including children and young people, with respect and dignity
- 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 Safeguarding 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. If you are presented with a token 'thank you' gift from a child, accept it with thanks and inform the Safeguarding Officer. If you wish to present a token gift to a child or young person for a specific reason, this should be discussed and agreed in advance with the Safeguarding Officer

Inappropriate and 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

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 form on issue of the property. The form 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
- Playing members are expected to keep music parts in good order and tidy within the rehearsal and engagement folders
- If members wish to borrow individual parts of music from the library, this will need to be recorded on the Music Loan Register and music must be returned at the earliest opportunity
- Members will respect all kinds of incorporeal property (such as trademarks and copyright)

Personal Appearance

Members will follow the band’s dress code and personal appearance guidelines when performing. The Secretary will inform the band which uniform is required:

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| Uniform: | <p>No 1 uniform: Black and Red Stage Jacket, Black Trousers, White Shirt, Black Socks, Black Bow Tie, Black Shoes</p> <p>No 2 uniform: Black Shell Jacket, Black Trousers, White Shirt, Black Socks, Band Tie, Black Shoes</p> <p>Casual uniform: Band Polo Shirt, Black Trousers, Black Socks, Black Shoes</p> <p>Training band uniform: Band Polo Shirt, Black Trousers, Black Socks, Black Shoes</p> |
| Appearance: | Smart and professional |

Conflicts of interest

- Members will declare any conflicts of interest should they arise
- Members will record any pecuniary or other business interests that they have in connection with the band’s business. If any such conflicted matter arises, they will elect to be absent for an appropriate length of time
- Members will act in the best interests of the band as a whole and not as a representative of any other group

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 all 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 committee reserves the right to investigate and take the necessary action to protect the integrity of the band and its members.

Code of Conduct Adopted/Reviewed:

Signed by (Print):

Signed by (Signature):

Date:

Version History

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| 1.0 | Initial issue | 22 July 2020 |
| 2.0 | Review | 02 January 2025 |
| 3.0 | Committee review | 27 January 2025 |