

Denmead Brass – Code of Conduct

Introduction

As a band, we respect and promote freedom of expression and open communication. 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 victimization 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.

Member Commitment

As a member of the band I agree to the following:

- I acknowledge that accepting a position as a member/associate 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.
- If I am unable to attend or expect to be late, I will report to the MD or Chairperson as soon as possible. In the event of short notice, or last-minute unavailability, I will make every effort to inform the MD or relevant band officer in person or by telephone/text as soon as possible.
- Invitation of deputy players must be discussed and agreed with the Musical Director.
- I will support the Musical Director by listening to and taking their direction, and by providing feedback in a considerate and respectful manner.
- 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 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 safeguarding lead in a timely manner.

Denmead Brass – Code of Conduct

- 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 (including percussion) at rehearsals and engagements.
- Band members should arrive at engagement venues by the time stated wearing the specified uniform.
- Unless group transport has been arranged by the band, transport to rehearsals and concerts is the responsibility of the individual or parent/carer of minors. The band does not hold any responsibility for the welfare of a band member during transit. If a parent/carer makes a personal arrangement with a band member, the band member should follow the best practice guidelines shown in the table below.

Appropriate behaviours
<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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 Lead as soon as possible. • Outside band activities, 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.

Denmead Brass – Code of Conduct

- Do not give your personal telephone number, email address or social media contact details 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.
- Band members who have made private transport arrangements with a parent/carer should:
 - Where possible, avoid travelling with the young person alone
 - Agree pick up and drop off arrangements with parents.
 - Ask the young person to sit in the rear of the car, particularly if you are alone.
 - Have a contact number for the parent
 - Drive within the law
- 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 Lead. 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 Lead.

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.

Denmead Brass – Code of Conduct

Property Care

- Members who are issued with band property, including, instruments, lyres and mutes will be required to sign the appropriate property register on issue of the property. The register will also be signed by a committee member 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, in line with the Instrument and insurance guidelines contained in the Bands welcome pack. Any damage or concerns about instruments or other equipment should be reported as soon as possible, to the band leader.
- Members will return to the band any property issued to them, when requested by the Executive 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.
- Members who wish to borrow individual parts of music from the library will be required to sign the Music Loan Register and return the music 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. Details of the Uniform requirements can be found in the Welcome Pack.

Appearance must be smart and professional, both on and off stage.

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 during decision making regarding the conflicted matter.
- 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

Denmead Brass – 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 its 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 band members will be made aware of this Code of Conduct. If the band member is a child, then their parent/guardian must confirm that the child has seen, understood and agree to follow it.
- The band member must also be made aware of the consequences if they breach the code. Consequences of breaching this Code of Conduct will be dependent on the severity of the breach. This could include, but is not limited to:
 - A verbal warning
 - A formal written warning
 - Restriction from band activities
 - Dismissal from the band
- The band may also take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.