



CODE OF CONDUCT

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.*

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 Chairman/Secretary as soon as possible. In the event of short notice, or last minute unavailability, I will make every effort to inform the Chairman/Secretary in person or by telephone/text/email 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 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.
- I will adhere to the band's Equal Opportunities 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. 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 Constitution & Rules 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/Welfare 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 engagements.
- Band members should arrive at engagement venues by the time stated wearing the specified uniform.

Appropriate behaviours	Inappropriate & Prohibited 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"> a. Make sure another adult knows where you are and approximately how long you will be b. Invite the child or young adult to bring a friend c. Leave the door open of the room you are in d. 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. If you are presented with a token 'thank you' gift from a child, accept it with thanks and inform the Welfare 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 Welfare Officer. 	<ul style="list-style-type: none"> • 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 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.
- 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 get authorisation from the librarian, 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:

Uniform:	Outdoor/informal event uniform: Black outdoor jacket, white shirt, tie, black trousers or skirt, black shoes. Formal uniform: Red jacket, white shirt, tie, black trousers or skirt, black shoes. Formal uniform will only be worn on stage unless otherwise advised. Players should arrive in outdoor uniform.
Appearance:	Appearance should always be smart and presentable. Players should remember that when in uniform or with the band at any event they are representing the Oxted Band.

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 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 [or version written for children and young people] 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. Children and young people will be given the opportunity to reflect, enabling them to plan a positive response, with support from mentors.
2. If, having followed the above step, the child or young person continues to exhibit inappropriate behaviour, she/he should be referred to the appropriate member of staff who would give them a formal warning. Supportive interventions may need to be identified at this stage. The action should also be recorded and parents/carers informed.
3. Further/persistent inappropriate behaviour will result in a more serious sanction being imposed (e.g. restriction/suspension from the bands facilities). Again, supportive interventions may need to be identified at this stage and action should be recorded and parents/carers 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 that the band will discuss options with their parent/carer and refer to other services for further support.

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.

Code of Conduct Adopted/Reviewed

Signed by (Print):

Signed by (Signature):

Date:.....