



City of Bristol Brass Band

with City of Bristol Brass Band Learner Band

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 tolerate bullying, unkindness or disrespect of any kind. To ensure this, we expect all members to follow our Code of Conduct in order to create a well-organised and respectful environment where every individual works together and 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.
- 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 section representative 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.
- Deputy players must be discussed with the band principal and/or the MD, who will make the approach to individuals.
- 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 work as part of a team, including working hard to keep good relationships with other band members. 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.

Member Conduct and Band Expectations

- Arrive at rehearsal in advance of the actual start time, allowing yourself time to unpack your things, set up and warm up the instrument ready for baton down.
- No talking during rehearsal (unless working out breathing points etc. as instructed by the conductor)
- Listen to the conductor even when he/she is working on another section – almost always the information they are receiving is relevant and useful to you.
- Keep any music given to you in order in your folder so that you can find it easily. If it's in a muddle at the end of the rehearsal, spend some time when you get home putting it straight before the next rehearsal.
- If you know you are not attending the next week's rehearsal, please leave your music pad with the Librarian so that if anyone is asked to put the part in (or if a dep is arranged) the music is available for them.
- There is a general expectation that, as a committed member of the band, you will be available for all concerts and contests and they get put in your diary as a firm commitment. When you receive the list of upcoming concerts/contests (which we may well issue several times a year) and you know that you are unable to make one of them, please tell your Section Rep straight away so this can be entered up onto the availability spreadsheet. This helps enormously with planning whether or not we need depts for a concert/contest and also in planning the programme for those affected concerts. If you're waiting on a personal engagement that falls on the same day as a band engagement, please let your Section Rep know it's a TBC and then remember to confirm the outcome as soon as you know.
- Please look after all band equipment as if it were yours to replace.
- If you need to use a CoBBB instrument elsewhere, this requires approval from the committee and a signed form to complete.
- 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 as set out in your Membership pack and in the chart below.
- 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 the table 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.

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 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 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:

Walking Out Uniform:	Blue polo shirt (provided) Band fleece (provided) Black shoes Black socks or tights Black skirt or trousers
Dress Uniform:	Long sleeved white shirt Black bow tie (men only) Band waistcoat (provided) Black shoes Black socks or tights Black skirt or trousers

Behaviours

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: • 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. 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.

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.

Transporting young people and vulnerable adults to rehearsals and concerts

It is common practice for members of bands to share lifts to rehearsal, engagements and contests. When this involves a young player or players with care and support needs, the following best practice guidelines are advised:

- Transport is the responsibility of the parent or carer, unless group transport has been arranged by the band.
- If a young player, or player with care and support needs, needs help with transport, this should be arranged directly between the parent/carer/player and band member offering the lift and not through a third party or the committee. This is a personal arrangement and the band does not hold any responsibility for this arrangement.
- Best practice when provided lifts to young people and, in some cases, those with care and support needs, includes but is not limited to:
 - Where possible, avoid travelling with the young person alone.
 - Agree pick up and drop off arrangements with parents
 - Asking the young person to sit in the rear of the car, particularly if you are alone
 - Having a contact number for the parent
 - Driving within the law.

Monitoring and review

This document will be reviewed every year

Signed by (Print): ..SARA CURTIS.....

Signed by (Signature): *S Curtis*

Date: ...10th January 2024



Conduct Declaration Form

Have you ever been known to any children's services department or police as being a risk or potential risk to children? Yes No

If yes, please provide further information:

Have you ever been dismissed for misconduct from any paid or voluntary position previously held by you? Yes No

If yes, please provide further information:

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. Yes

By signing below, I confirm that the information I have provided on this form (or attached) is accurate. I understand that this information will not necessarily prevent me from being employed or appointed in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my suitability for the role.

Signature: _____ **Date:** _____

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Developed in partnership with the National Society for the Prevention of Cruelty to Children (**NSPCC**). Registered charity England and Wales 216401. Scotland SC037717. Jersey 384.

