



# Malvern Hills District Brass Band

## **CODE OF CONDUCT - to be read in conjunction with the bands Constitution**

*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/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 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 relevant band officer in person or by telephone/text 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.

**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 use rehearsal copies of music for private practice. It is a players responsibility to copy their part (photocopier provide at rehearsal), for practice purposes only. Original music must not be removed from the band room.
- 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.

<b>Appropriate behaviours</b>	<b>Inappropriate &amp; Prohibited Behaviours</b>
-------------------------------	--------------------------------------------------

- 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

- 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.

### Property Care

- Members are expected to keep their uniform clean, maintained and secure.
- Members who are issued with band property, including items of uniform and instruments, 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).
- For insurance purposes, members must seek the agreement of the band before using a band instrument when rehearsing or performing with another band. Failure to do so will invalidate the insurance and the member will be expected to cover any associated costs.

### Personal Appearance

Members will follow the band’s dress code and personal appearance guidelines when performing:

<b>Uniform:</b>	Long sleeved white shirt  Band Tie – provided  Band Waistcoat – provided  Black trousers / black skirt, black socks / black tights, black shoes  Summer engagement uniform may change – band will be advised.
-----------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Appearance:</b>	Well-groomed hair  Positive attitude and a smile helps!
--------------------	---------------------------------------------------------------

### **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 rehearsals, 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 providing 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

### **Review**

This Code of Conduct will be reviewed annually at the first meeting after the AGM.

### **Code of Conduct Adopted/Reviewed**

Signed by (Print): David Hemingway - Chairman

Signed by (Signature):

Date: 7<sup>th</sup> May 2019