



Chalford Band – Code of Conduct

Throughout this document, the term 'band' or 'Chalford Band' means Chalford Senior Band, Chalford Academy Brass and Chalford Youth Band.

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 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.

Member commitment

As a member of Chalford Band I agree to the following:

- 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 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.
- 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.

Member conduct

You should:

- cooperate with other band members
- be friendly
- listen to other band members
- be helpful
- have good manners
- treat everyone with respect
- respect people's differences
- take responsibility for your own behaviour
- join in
- take responsibility for your own and others' safety and conduct yourself in a responsible manner to meet health and safety.
- take appropriate action to protect the health and safety of all members and report any issues to a member of the committee
- be aware that all band members have a responsibility for safeguarding and as such you have a duty of care for each other
- attend scheduled band rehearsal, contests and engagements as agreed. On the occasions where you are not available, you should inform the MD or band manager as soon as possible.



- have your music parts available at all times for rehearsals and engagements. If, for any reason, you cannot attend a rehearsal or engagement, you must ensure that the music is forwarded to the band, or left with the band in anticipation of your absence.
- assist with the setting up and packing away of chairs, stands, drum kit and other equipment at rehearsals and engagements
- arrive at engagement venues by the time stated wearing the specified uniform
- follow the e-safety policy and agreement when using the internet, social networking sites, mobile phones etc
- follow this code of behaviour and other rules
- adhere to the band's policies including but not limited to Safeguarding and Health and Safety

You should not:

- be disrespectful to anyone else
- bully other people (online or offline)
- behave in a way that could be intimidating
- be abusive towards anyone.
- behave inappropriately or use inappropriate language
- hit or strike another band member, whether this is a child or adult
- verbally abuse (including shouting or swearing at) another band member
- deliberately humiliate or undermine another band member
- undertake or be involved in 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
- develop, or imply, sexual relationships with children and young people in the band
- not use mobile phones while rehearsing or performing
- encourage, or knowingly being involved in, another band member committing a crime
- take illegal substances before or during band activities
- be intoxicated at a band event
- use digital technology to groom a child or adult or to abuse them in any way
- create, share or download abusive images of children or adults
- bring the band into disrepute through inappropriate use of social media
- take photographs or video recordings at band rehearsals or band organised events without first obtaining permission from the band committee

Supervisory role conduct

Members and volunteers who perform a supervisory role (such as conductors, tutors, helpers) act in a position of authority and have a duty of care towards the children, young people and vulnerable adults.

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people:
- ensuring equipment is used safely and for its intended purpose
- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures
- including our policies and procedures for child protection/safeguarding, whistleblowing and online safety
- staying within the law at all times
- challenge unacceptable behaviour and report all allegations/suspensions of abuse.
- making sure you know what to do if a concern about the safety or welfare of a young person arises



- using a reporting form to keep a clear note of any incidents or concerns.
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures, this includes behaviour being displayed by an adult or child and directed at anybody of any age.
- reporting anything that you are told or see regarding a child or young person that causes you to have a safeguarding concern, by following the band safeguarding policy

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious beliefs
- encourage children, young people and vulnerable adults to speak out about attitudes or behaviour that makes them uncomfortable
- listen to and respect children, young people and vulnerable adults at all times
- respect a child, young person or vulnerable adult's right to personal privacy
- maintain confidentiality about sensitive information
- 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.
- always ensure language is appropriate and not offensive or discriminatory
- consistently display high standards of behaviour and appearance

You should not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children, young people or vulnerable adults
- engage in behaviour that is in any way abusive
- conduct a sexual relationship with a child, young person or vulnerable adult or indulge in any form of sexual contact with a child, young person or vulnerable adult.
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- develop individual friendships with children and young people in the band except as part of a family friendship.
- outside band activities, contact children or young people who are band members unless this is via their parents and part of a family friendship.
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.
- make personal conclusions without consulting a member of the safeguarding committee
- rely on your reputation or that of the organisation to protect you
- approach and child, young person or vulnerable adult about any suspicions or ask leading questions without consulting a member of the safeguarding committee first.
- accept, or give, gifts or money to children or young people you work with.

Band equipment



- Each Chalford Band member is responsible for all his/her equipment and personal items.
- Instruments are to be kept clean and any damage sustained must be reported to a Committee member.
- Members are expected to keep their uniform clean, maintained and secure.
- 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
- Equipment should be stored securely when not in use.

Breaching the Code of Conduct

In the event that any member of the band does not adhere 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 another 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), safeguarding procedures will be followed as soon as the allegation or concern comes to light and statutory authorities will be informed, as appropriate

Children and Young People

All children and young people attending the band will be made aware of this Code of Conduct 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, he/she should be referred to the appropriate member of 'staff' who would give them a formal warning. Supportive interventions may need to be identified/implemented 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/implemented at this stage, action should be recorded and parent(s)/carer(s) 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, the band will discuss options with their parent(s)/carer(s) and refer to other services for further support.



This policy was last reviewed on: 31st July 2025

Signed: Derrick Witts - Chairman

Date: 31st May 2023

This policy will be reviewed **biennially**.

<u>Version</u>	<u>Date</u>	<u>Comments</u>	<u>Changes</u>
01	31/05/2023	Document created	None
02	05/02/2024	Document updated	Added point about the need for permission before taking photos or recording videos
03	31/07/2024	Document reviewed and updated	Typo 'photorgahs' corrected to 'photographs' on page 2
04	31/07/2025	Document reviewed and updated	Last reviewed date changed to 31/07/2025; review period changed to biennially