



Welcome to Chalford Band, a flourishing organisation formed in 1885, which has remained in the Parish of Chalford throughout its long history. The current rehearsal room was built by the band members on land leased from the Parish Council.

Enclosed in this pack are forms and information concerning:

1. Band Officials
2. Safeguarding Officer.
3. Instrument Care.
4. Code of Conduct.
5. Members Annual Subscriptions*(extra copy enclosed for your retention)
6. Standing Order Mandate
7. Gift Aid declaration*
8. Members contact information. *
9. Parental consent for photos. *
10. Safety outside the Bandroom & in the Park. *
11. Instrument and Uniform details*
12. Instrument care
13. Data Protection Form*
14. Conduct Declaration Form

*** These forms must be completed and returned as soon as possible.**

The organisation consists of three bands. These are:

1. The Chalford Youth Band. This comprises all young people under 17 in the organisation who have reached the required standard (at least grade 3; preferably grade 4 or above). Children are invited to this band when they have reached the required standard. The band rehearses on Thursday evenings mostly during term time from 6:30pm until 7:30pm. (Youth and Academy bands rehearse together).
2. Chalford Academy Brass Band, a competing Fourth Section Band. It is made up of adult players and children. This requires a fair level of commitment as extra rehearsals are required in preparation for competitions. This band requires a level of playing that is like that required for the Youth Band and is by invitation. Rehearsals for this band are on Thursday evenings from 6.30pm until 7.30pm. (Youth and Academy bands rehearse together).
3. Chalford Band (often referred to as The Senior Band): a serious competitive Championship Section Brass Band: one of the best in the area. It is for players with good commitment to, and ability within, the organisation. This requires a high level of commitment in terms of practise and attendance to maintain the standard. Entry is usually by invitation when the above criteria are met and if or when there is a place available. Chalford Band rehearses Monday (8pm - 9.30pm) and Thursday evenings (7.45pm-9.30pm) throughout the year.

N.B. - It is the responsibility of parents/carers to transport child members to and from rehearsals.



Engagements

All the bands take part in the Summer and Christmas concerts - in July and December respectively. The Youth, Academy and Senior Bands usually combine for part of the concerts which requires some extra rehearsals.

The Youth Band competes in the National Youth Brass Band Championships of Great Britain. This, too, requires extra rehearsals, usually on Sundays for a few weeks before the contest.

The Senior and Academy Bands take part in other local and national contests and usually take on various other engagements throughout the year.

Registration

On entry to the Senior or Academy Bands, players must complete a registration form for the National Brass Band Registry and provide 2 passport photographs. This is to prevent players competing with more than one band at competitions. This is not necessary for Youth Band members.

Instruments

Members are entitled to borrow an instrument from the band when one becomes available. It is their responsibility to look after it, to clean it regularly and to return it, clean and in good condition when required (see instrument care sheet enclosed). Any damage resulting from negligence on the part of the member shall be the subject of an investigation and he or she may be asked to contribute to all or part of the cost of repair or replacement unless the band is able to recover such costs from its insurers.

N.B. 1) Instruments owned by Chalford Band are not covered by our insurers whilst being used for events not connected with this organisation. If loss or damage occurs on any such occasion, then the resulting cost must be borne by the member.

2) Instruments used by members which are not owned by Chalford Band are not covered by the Band's insurers and the Band cannot accept any responsibility in the event of loss or damage to such instruments even if occurring whilst in use for any Chalford Band activity. It is strongly recommended that such members ensure that their instruments are covered by suitable insurance.



Uniform

All bands have uniforms which are as follows:

1. Senior Band: Black shirt and Black waistcoat which are supplied by the band. Black trousers or skirts, black socks or black tights and black shoes (**not casual**). Jackets will be supplied for some occasions.
2. Academy Band: As for Senior Band except for Jade waistcoat.
- 3 Youth Band: As for Senior Band except for Jade waistcoat.

If you require further information on any matter, please visit our website www.chalfordband.co.uk or ask one of the members of the band or its committee.

The band is a registered charity (number 1129012) and operates a child protection policy.



Band Officials

CHARITY TRUSTEES

Chairman	Derrick Witts	Springfield Cottage, Wells Road Eastcombe, GL6 7EE email derrick@aspecttrafficsolutions.fsnet.co.uk	07754239424
Band Manager	Stanley Welbourn	196 Westward Road, Ebley, Stroud, GL5 4ST email stanleywelbourn@icloud.com	07488337617
Secretary	David Gandy	White House Eastcombe GL6 7DN email dave.gandy@greenhippo.co.uk	01452 770246
Treasurer	Peter Evans	144 Locks Road, Locks Heath, Southampton, SO3 16LL email Pevans2511@aol.com	01489354304
Musical Director	Steve Tubb	16 Courtway Rodborough GL5 3TR email stevetubb@hotmail.co.uk	01453750827
Safeguarding Officer / Youth Band Trainer	Bev Godwin	93 The Beagles, Cashes Green, GL5 4SF email bevgodwin14@gmail.com	07806933663

CONTEST SECRETARY

Andy Powis 01453 759470 / 07710409759

CONCERT SECRETARY / LIBRARIAN

Emily Godwin 07960326301

VICE CHAIRMAN

Dave Nairn 01453731062

GENERAL COMMITTEE MEMBERS

Andy Godwin	07722931929
Josie Marshall	01453750827
Amy Godfrey	07419341118



Safeguarding Officer

Name of band	Chalford Band		
Safeguarding Officer's name	Bev Godwin		
Address	93 The Beagles, Cashes Green Stroud GL5 4SF		
Mobile	07806933663		
Email address	bevgodwin14@gmail.com		
Is the identity of the Safeguarding Officer and the procedure for reporting any concerns:	Made known to the youth members? Through the family pack given to every family with young members	Made known to parents? Information pack sent to every family with a young member of Chalford Band	On display in the bandroom? information pack visible on notice board
Is the Safeguarding Officer independent of any direct role involving activities with young people, such as conductor or band manager?	No		
Is parental consent for possible emergency medical attention obtained from all youth members?	Yes – Medical form		
Has the band formally adopted Child Protection procedures in its constitution?	Yes		
Is the Code of Conduct on display?	Yes		
Have all adults with access to young people:	Satisfied the Safeguarding Officer of their suitability for the role? Yes	Completed a self-declaration form or DBS disclosure? Yes	Been made conversant with the BBE Child Protection procedures? Yes
Has it been made clear the access to young people is restricted to those who have satisfied these requirements?	Yes		
List all teachers and others with access to young people. Against each name mark 'DBS' or 'SD' to show they have obtained a DBS disclosure or completed a self-declaration form and the date of doing so.	Bev Godwin – 2024 Stephen Tubb – 2024 Andrew Godwin – 2024 Christopher Jones – 2024 Derrick Witts – 2024 All DBS		



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.

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

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.

The full version of the Code of Conduct can be found on the band website (www.chalfordband.co.uk).



MEMBERS' ANNUAL SUBSCRIPTIONS

Members' subscriptions account for a significant proportion of the Band's total income. Subscriptions are fixed at the Annual General Meeting, which is usually held in May, and Notices are issued to members soon after that time. Ideally subscriptions should be paid in one lump sum but there is an option for payment to be made by 5 equal monthly instalments, by bank standing order, commencing 30 June and ending on 31 October.

No refunds will be made to any members who leave the Band after 31 August and any amount outstanding at the date on which they leave must be paid.

The subscriptions for 2025/2026 were fixed at the AGM held in July 2025 in the following amounts:-

- | | |
|----------------------|---------|
| • Individual members | £75.00 |
| • Family membership | £180.00 |

Family membership subscription is the maximum amount that is payable for Band members of the same family living in the same household.

The Band is a registered charity and all members and parents of youth and junior members are encouraged to sign a declaration to pay subscriptions as Gift Aid donations. This increases subscription income by a tax repayment to the Band from H M Revenue and Customs equivalent to 25% of the value of the subscription at no extra cost to the payer. It is important that an amount of tax, at least equal to the tax recovered, has been paid by the payer on his or her general taxable income as Gift Aid elections should only be made if he or she is a taxpayer.

Please sign below and return this copy to signify your acceptance of the terms of membership.

_____ (Member / Parent of Junior Member)

Name in block capitals please. _____



Gift Aid declaration --- for past, present & future donations.

Please treat all subscriptions or gifts which I make, or have made, to Chalford Band:-

today ☐ in the past 4 years ☐ in the future ☐ as being Gift Aid donations.

Please tick all boxes you wish to apply.

I confirm that I have paid, or will pay, an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April one year to 5 April the next year) that is, at least, equal to the amount of tax that all of the Charities or Community Amateur Sports Clubs (CASCs), that I donate to, will reclaim on my donations for that year. I understand that other taxes such as VAT and Council Tax do not qualify. I also understand that the charity will reclaim 25p of tax on every £1 that has been given.

First name or initial(s) _____

Surname _____

Full home address _____

Postcode _____

Date _____

Signature _____

Please notify Chalford Band if you :-

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains.



STANDING ORDER MANDATE

To:

BANK NAME.....

ADDRESS.....

.....

Please debit my account:

ACCOUNT NAME.....

ACCOUNT NUMBER.....

SORT CODE.....

And pay:

LLOYDS TSB, ROWCROFT, STROUD, GLOS

For credit of account:

ACCOUNT NAME CHALFORD BAND

ACCOUNT NUMBER 00608733

SORT CODE 30-98-29

The sum of £10.00 (ten pounds) on the last day of each month
commencing 30 June 2023 and ending on 31 October 2023 (i e 5 monthly
payments).

SIGNATURE.....DATE.....

NAME

Please send this mandate direct to your bank.



MEMBERS CONTACT INFORMATION

Surname			
Forename(s)			
Home address			
Contact telephone number			
E mail address			
Date of birth			
Name of next of kin 1			
Address (if different from above)			
Contact telephone numbers	Home	Work	Mobile
Name of next of kin 2			
Address (if different from above)			
Contact telephone numbers	Home	Work	Mobile

HEALTH INFORMATION

If you are completing this for your child, please state any relevant information about your child's health requirements (i.e. asthma, allergies etc.) and details about any medication that may be needed.
 (If you are an adult member, please provide any relevant information about your health)

Please sign below to give your permission for treatment to be carried out in the event of an emergency.

Parent/Carer Signature

Date

Child Welfare Officer/Youth Band Co-ordinator Signature

Date.....



PHOTO CONSENT

There may be occasions when the Bands (Youth, Academy and Senior) are photographed, either for personal (family and friends) or media use (newspaper, band website etc). There may also be occasions when the Bands are recorded using a video camera.

Please sign below to signify your consent for your child's photograph to be taken and published.

Many thanks for your co-operation.

**Bev Godwin
Safeguarding Officer**

I *do / do not give my permission for my child's photograph to be taken and published for personal or media use. (* Please delete as appropriate).

Signed

Date

**Name of
child(ren).....**



SAFETY OUTSIDE THE BANDROOM

As the Safeguarding Officer, it is my responsibility to ensure that your child is appropriately looked after **during the times of their rehearsal** and to ensure that your child feels safe, secure and happy as a member of Chalford Band.

It has come to my attention that the children often play in the pleasure park **before and after the times of their rehearsal**. May I take this opportunity to inform you that the park is not part of the bandroom and, therefore, as a committee, we cannot take responsibility for the children should they injure themselves on the play equipment or, in the unlikely event, should they go missing. We also cannot take responsibility for the children playing outside the bandroom when their rehearsal is yet to begin or has finished. Therefore, it is the responsibility of the parent or allocated adult to ensure that the children play outside the bandroom and in the park safely and that they are supervised appropriately.

As a band, we do our utmost to ensure that the Child Protection Policy is followed. This is displayed on the notice board in the bandroom for your information, should you wish to read it.

I would be grateful if you could complete the slip below and return it to me as soon as possible.

Please feel free to contact me with any questions or queries you have regarding your child's welfare.

Many thanks for your cooperation and understanding.

Bev Godwin
Safeguarding Officer

Child (ren)'s name: _____

I understand that the committee cannot take responsibility for my child(ren) whilst playing outside the bandroom and in the pleasure park, before and after rehearsal times.

Signed: _____ Date: _____



Members' Instrument and Uniform
Details

Member's Name _____

Instrument details

Type _____

Make _____

Serial number _____

Owner: Band/Member/Other _____

NB If not a Chalford Band instrument it will not be covered by the Band's insurance policy and it is strongly recommended that you ensure that the instrument is covered by suitable insurance.

Uniform details (tick and insert number as appropriate)

Black waistcoat ____ **Number**_____

Jade waistcoat ____ **Number**_____

Black shirt ____ **Number**_____

SIGNED_____ **DATE** _____



INSTRUMENT CARE

Here are a few general hints and tips on maintaining your brass instrument to keep it in good working condition.

- Flush out the instrument at least once a month with a mild soapy solution and warm water; then rinse with cold water and dry thoroughly. Don't use hot water as it may damage the finish.
- Clean out slides and tubing with a flexible instrument cleaning brush - make sure this is renewed every six months to ensure it doesn't break inside the instrument.
- Clean out the valve casings; use a valve cleaner. **DO NOT** use a standard flexible brush.
- Wipe the pistons with a lint-free cloth - ***which should be removed and replaced very carefully in the correct positions*** (when you replace the pistons ensure they are perfectly clean and dust free).
- Lubricate slides using only tuning slide grease or lanolin and use a minimum amount of valve oil on the pistons (other lubricants can slow the valves and seize the tuning slides).
- Loosen the valve caps on completion of playing. This avoids the trapped moisture causing corrosion in the screw threads.
- Clean mouthpiece thoroughly with warm water and a mouthpiece brush. Build up of dirt in a mouthpiece or mouth-pipe can be detrimental to the sound production not to mention your health!
- Care should be taken when polishing lacquered and silver plated instruments. Abrasives must be avoided; it is recommended only soft cleaning cloths be used.
- Never expose the instrument to extremes of heat or cold (don't leave it in the back of a car).
- Always put your instrument back into its case after playing to prevent it being damaged.
- Avoid standing the instrument on its bell, as this can cause extensive damage, and ensure, where possible, that you use a stand for your instrument.

For trombones:

- Fill the slide with warm soapy water and move the slide up and down several times. Remove the water and rinse thoroughly with cold fresh water.
- Separate and clean the inner and outer slides using a trombone flexible cleaner to make sure that the cleaner reaches the bottom of the bow.



- Apply a small amount of slide cream to the inner slide stocking and spray with clear water – if you use Trombone oil as a lubricant, ensure that water is not sprayed on after the application of oil.



Chalford Band Members Privacy Notice under the General Data Protection Regulation

This document details what personal data is collected from you and how it is used for the purposes of your membership of Chalford Band.

Please indicate your understanding and agreement with each section by ticking the relevant box and signing and dating at the end.

Name of Band Member:

- ☐ I give permission to use my name, address, phone number(s), email address and other personal data that I may provide for the purposes of membership of Chalford Band. This personal data is used for communications concerning the band activities, collection of subscriptions, contest registration, event management and travel management.
- ☐ I understand that such data is used by officers of the band and is stored by individuals on paper, personal computers and cloud services; these individuals act following good personal practice for security of such data.
- ☐ Personal data may be shared with Brass Band Players, Gloucestershire Brass Band Association, West of England Brass Band Association, other brass band contest organisations and the relevant County Child Performance Registers.
- ☐ I do NOT give permission to share or give this data to any 3rd parties other than those listed above.
- ☐ By informing a member of the Band Committee I can:
 - request information about what personal data is held about me, and where, at any time, and have a response within 30 days.
 - withdraw consent at any time and have all my data deleted and removed within 30 days except for such data legally to be retained for reporting and regulatory purposes e.g. tax.
- ☐ I understand that withdrawing my consent may mean that the band can no longer contact me and that my band membership may be terminated.
- ☐ I may lodge a complaint at any time with the Information Commissioner's Office if I believe there is non-compliance of this Policy.

Signed:

Date:

Parent Name (if member is under 16):

Signed:

Date:



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: _____



This Welcome Pack was last reviewed on: 31st July 2025

Signed: Derrick Witts - Chairman

Date: 31st May 2023

This policy will be reviewed **biennially**.

Version	Date	Comments	Changes
01	31/05/2023	Document created	None
02	16/06/2023	Document updated	'Band Officials' and 'Subscriptions' updated after AGM
03	04/02/2023	Document updated	Charity Trustees page Treasurer's details updated
04	05/02/2024	Document updated	'Code of Conduct' updated reference taking photographs and videos at rehearsals
05	31/07/2024	Document reviewed and updated	Chris Jones' address updated on page 4. Andy Fielden removed as a committee member on page 4. DBS year of issue updated to 2024 for everyone on page 5.
06	15/08/2024	Document updated	Following the AGM - Amy Godfrey added as committee member on page 4. Individual and family subscriptions changed to £75 and £180 on page 8.
07	03/10/2024	Document updated	Added 'Conduct Declaration Form' on page 17.
08	09/01/2025	Document updated	Changed Band Manager details from Chris Jones to Stanley Welbourn on page 4. Removed Bev Godwin's Home tel. no. – pages 4 and 5.
09	31/07/2025	Document reviewed and updated	Last reviewed date changed to 31/07/2025; review period changed to biennially; added statement about parents being responsible for transporting child



			members to and from rehearsals (page 1); updated uniform (pages 3 and 14); amended subscription year (page 8).
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