



BRATTON COMMUNITY BRASS BANDS

CODE OF CONDUCT - 2025

As an organisation, BCBB respects and promotes freedom of expression and open communication. The organisation recognises the rights of all members to be treated as individuals and will not condone or allow any form of unlawful discrimination to go unchallenged. Discriminatory behaviour, harassment or victimisation of any kind will not be tolerated. 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 within the organisation, we agree to the following:

Members commitment

- I acknowledge that accepting a position as a member/associate of the band involves commitment and a significant amount 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 and pack down equipment etc.
- As a member of BCBB I agree to using the Muzodo app to inform the band about my attendance and availability at rehearsals and engagements. If I do not have access to the technology to do this I will inform the membership secretary for my particular band.
- I will devote time to individual practise of the parts and instrumental technique to ensure my playing standard continues to improve and I do not hinder the band.
- If I am unable to attend or expect to be late, I will report to the relevant person as soon as possible.
- When representing the band in a personal capacity, I will acknowledge my underlying responsibility as a member, maintain the band's professionalism and integrity and uphold the professional standards of the band.
- I will strive to work as part of a team, in which constructive working relationships are actively promoted.
- I will act kindly and without prejudice towards other members of the organisation and the general public.
- I will support the management of the organisation in their roles and responsibilities to further the future success and sustainability of the organisation.
- I will be mindful of my responsibility to uphold the ethos and reputation of the organisation.

Members conduct

- All members of the organisation have a responsibility for safeguarding and, as such, have a duty of care for each other.
- Inappropriate behaviour and language, whether face-to-face interaction, via social media or as part of any online activity, will not be accepted. This includes during rehearsals, as well as band 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.
- In the event that a member has cause for concern regarding the conduct or welfare of another member, this should be reported to a Designated Safeguarding Lead in a timely manner.
- Playing members are expected to have their sheet music available at all times for rehearsals and engagements and keep it in good condition. 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.
- Members are expected to assist with the setting up and packing away of chairs, stands and equipment at rehearsals and engagements.
- Members should arrive at engagement venues by the time stated wearing/with the specified uniform.

Appropriate behaviours	Inappropriate/prohibited behaviours
▪ 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 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 of the room you are in fully open ○ 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 to avoid injury.	▪ Hitting or striking another band member, whether this is a child or adult. ▪ Verbally abusing (including shouting or swearing at) another member. ▪ Deliberately humiliating or undermining another member. ▪ Inappropriate/intimate touching, sexual conversations, whether online or offline, or use of sexual innuendo or images with a child or young person/in the presence of a child or young person. ▪ Developing or implying sexual relationships with children and young people in the organisation ▪ Engaging in any of the activities described in the Anti-Bullying policy. ▪ Encouraging, or knowingly becoming involved in, another 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.

- 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's safeguarding procedures and contact a Designated Safeguarding Lead as soon as possible.
- Outside band activities, 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 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, email address or social media usernames to children or young people in the band.
- Do not develop individual friendships with children and young people in the band, whether online or offline, 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 leadership capacity, do not, in general, accept/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 Safeguarding Lead.
- 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 a Designated Safeguarding Lead.

- Bringing the band into disrepute through inappropriate use of social media.
- Using social media and online technology in any way that contravenes BCBB's Social Media policy.

Property care

- BCBB members are expected to keep their uniform clean and well maintained
- 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 appropriate Band Manager as soon as possible.
- Equipment and instruments should be stored securely when not in use.
- Band instruments should never be left in vehicles overnight as they are then not covered by the Band's Insurance Policy.
- Playing members are expected to keep sheet music in good order within the rehearsal and engagement folders provided.
- Members will return any property issued to them, when requested by the Executive Committee or when leaving the band.
- Members will respect all kinds of intangible property (such as logos and copyright).

Personal appearance

- Members will follow the band's dress code for band engagements and present themselves professionally when representing the band.

Conflicts of interest

- Members will declare any conflicts of interest, should they arise.
- Members will declare any financial or other business interests that they have in connection with the band's business.
- 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, including photocopying music.

Breaching the Code of Conduct

In the event that any member of the organisation 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 organisation 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.

Disciplinary actions

The band may have to take disciplinary action against band members and volunteers who repeatedly or intentionally fail to follow the Code of Conduct. Disciplinary actions will vary depending on the violation and will be at the discretion of the committee. Possible disciplinary actions include:

- Verbal/written warnings
- Instant dismissal
- Legal action

The band may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

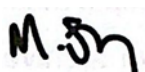
Young People

All children and young people attending the band will be made aware of the main details of this Code of Conduct through the version especially written for children and young people.

Policy adopted:

Signed by (Print): M Strong

Signed by (Signature)

A handwritten signature in black ink, appearing to read 'M Strong', is written over a light blue rectangular background.

Date: September 2025