



## **BRATTON COMMUNITY BRASS BANDS**

### **CODE OF CONDUCT - 2024**

As individuals of the organisation, or those engaged by the organisation to work with the organisation we agree to the following:

#### **Member Commitment**

- I acknowledge that accepting a position in the Bratton Community Brass Bands organisation and/or taking part in other development activities of the band involves the commitment of significant amounts of time and energy.
- Wherever possible I will maintain punctual attendance at rehearsals and performances, private practice, helping to set up/down equipment etc.
- As a member of Bratton Community Brass Bands I agree to using the Muzodo app to inform the band about my attendance and availability at band rehearsals and engagements. If I do not have access to the technology to do this I will inform the Membership Secretary.
- If I am unable to attend or expect to be late, I will note this on Muzodo or report to the Player Manager as soon as possible. In the event of short notice, or last-minute unavailability, I will make every effort to inform the Player Manager by phone/text as soon as possible.
- When representing the organisation in a personal capacity, I will acknowledge my underlying responsibility as a member and maintain the organisation'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 management of the organisation in their roles and responsibilities of furthering the future success and sustainability of the band.
- I will be mindful of my responsibility to uphold the ethos and reputation of the organisation.
- I will adhere to the organisation's Equality Policy.

#### **Members Conduct**

- All organisation members/participants 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

- Members/participants will adhere to the organisation's policies and procedures
- In the event that a player has cause for concern regarding the conduct or welfare of another member, this should be raised with a Designated Safeguarding Lead in a timely manner.
- Members/participants are expected to have their music parts available at all times for rehearsals and engagements. If, for any reason, a player cannot attend a rehearsal or engagement, they must ensure that the music is forwarded to the band, or left with the band in anticipation of their absence.
- Members are expected, if able, to assist with the setting up and packing away of chairs, stands and equipment at rehearsals and engagements.
- Band members/participants should arrive at engagement venues by the time stated wearing the specified uniform.

<b>Appropriate behaviours</b>	<b>Inappropriate/prohibited behaviours</b>
<ul style="list-style-type: none"> <li>• Treat other band members, including children and young people, with respect and dignity.</li> <li>• Encourage and support children and young people in the band but avoid having (or being perceived to have) favourites.</li> <li>• In general, avoid being alone with children and young people under 18 who are band members, unless you are their parent or carer.</li> <li>• If it is necessary to be alone with a child or young person:               <ul style="list-style-type: none"> <li>○ Make sure another adult knows where you are and approximately how long you will be</li> <li>○ Invite the child or young adult to bring a friend</li> <li>○ Leave the door of the room you are in fully open</li> <li>○ Move into the centre of the room so you are in plain view</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Hitting or striking another band member, whether this is a child or adult</li> <li>• Verbally abusing (including shouting or swearing at) another band member</li> <li>• Deliberately humiliating or undermining another band member</li> <li>• 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.</li> <li>• Developing or implying sexual relationships with children and young people in the band.</li> <li>• Engaging in any of the activities described in the Anti-Bullying policy.</li> </ul>

## **Property Care**

- Bratton Community Brass Bands members are expected to keep their uniform clean
- Members/participants are expected to keep music parts in good order and tidy within the folders.
- It is a requirement that members/participants take appropriate care of band instruments and report and damage or maintenance requirements to the Band Equipment Officer

## **Bratton Community Brass Bands Social Media**

- Bratton Community Brass Bands members are encouraged to participate in social media relating to the organisation
- Any references to individuals and organisations should be respectful
- Nothing should be posted online that would not be appropriate for a child to see/hear

## **Personal Appearance**

Bratton Community Brass Band's members will follow the required dress code for band engagements.

## **Conflicts of interest**

Bratton Community Brass Bands members may be a member of other organisations.

- Members/participants will declare any conflicts of interest should they arise.
- Members/participants will act in the best interests of Bratton Community Brass Band as a whole and not as a representative of any other group whilst taking part in our activities.

## **Confidentiality**

Members/participants will observe complete confidentiality when matters are deemed confidential, or where they concern specific band members, at all times.

## **Breaching the Code of Conduct**

In the event that a member of the Bratton Community Brass Bands or a participant engaged by the organisation to work with the organisation does not adhere to this code of conduct, or of any other organisation policy, the Bratton Community Brass Bands Organisation reserves the right to investigate and take the necessary action to protect the integrity of the organisation and its members.

The investigation will be undertaken by an impartial member of the organisation nominated by the committee

The investigation will allow the organisation committee to gain the necessary information relating to the breach. A meeting will then take place between the appropriate Bratton Community Brass Bands officer/s and the individual involved in the breach of practice. During this meeting, the individual will be given full opportunity to put across their case. They will also be entitled to representation from either another member of the organisation or other suitable

representative. Based on the information given, the committee will then consider any sanctions that are required to further protect the integrity of the organisation and its members. The individual 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 remove individuals from the Bratton Community Brass Bands organisation 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 individual may pose a safeguarding risk to children, young people or adults either in the band or in the wider community, then 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 Bratton Community Brass Bands organisation may have to take disciplinary action against members who repeatedly or intentionally fail to follow our Code of Conduct. Disciplinary actions will vary depending on the violation and will be at the discretion of the committee.

Possible disciplinary action includes:

- Verbal/written warnings
- Removal from the organisation

The Bratton Community Brass Bands organisation may take legal action in cases of corruption, theft, embezzlement, or other unlawful behaviour.

**Policy Adopted:** July 2023

**Signed by (print):** M. STRONG

**Signed by (signature):** 

**Date:** 27/07 /23

<b>Date Reviewed</b>	<b>Reviewed By</b>	<b>Date Approved by Committee</b>
20/03/24	M Strong, C Bowes	30/05/24