


OFFICIAL

GREAT HORWOOD SILVER BAND

Members Code of Conduct

Document No: GHSB/COC/001

Rev	Issue Date	Description of Issue	Chairman	Initials
A	16/03/2022	New Document – First Issue	A.Cook	
Document Revisions				

Rev	Review Date	Description of Review	Chairman	Initials
Document Review Dates				

GREAT HORWOOD SILVER BAND

Members Code of Conduct

Document No: GHSB/COC/001

Introduction

This policy must be read in conjunction with, and is a part of, the prevailing Constitution of Great Horwood Silver Band and adherence to this code of conduct is a condition of membership as stipulated in the Band's constitution. Where a conflict arises between this policy and the Constitution then the latter shall take precedence.

This policy sets out the Band's standards for the conduct of its members.

Policy Statement

As a band, we respect and promote freedom of expression and open communication. The band recognizes 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 behavior, harassment, or victimization of any kind. To ensure this, we expect all members to follow our code of conduct to foster a well-organized, respectful, and collaborative environment where every individual can enjoy brass banding.

As individuals of Great Horwood Silver Band, you agree to the following:

Member Commitment

- I acknowledge that accepting a position as a member/associate of the band involves the commitment of my 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, by telephone or message as soon as possible. Deputy players must be discussed with the MD.
- When representing the band in a personal capacity, I will acknowledge my underlying responsibility as a member and always maintain the band's professionalism and integrity.
- 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 at both rehearsals and engagements.
- 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, social media and Health and Safety.

GREAT HORWOOD SILVER BAND

Members Code of Conduct

Document No: GHSB/COC/001

- 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 always have their music parts available for rehearsals and engagements. 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.
- 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.

Property Care

- Members are expected to keep their uniform clean, maintained and secure.
- Members who are issued with band property, including items of uniform, instruments, lyres and mutes 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 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 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:

Uniform:

- White Shirt
- Band Tie – Provided
- Band Jacket – Provided
- Band Waterproof - Provided
- Black Trousers / Black Skirt, Black Socks / Black tights, Black Shoes.
- Summer engagement uniform may change – band will be advised.

Appearance:

- Well-groomed hair
- Clean / Polished shoes
- Clean / ironed shirt / trousers / skirt

GREAT HORWOOD SILVER BAND

Members Code of Conduct

Document No: GHSB/COC/001

- Clean jacket

Positive attitude and a smile help.

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.

Breaching the Code of Conduct

In the event of a member of the band not adhering 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 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 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 behavior or alleged behavior 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, then safeguarding procedures will be followed as soon as the allegation or concern comes to light, and statutory authorities will be informed as appropriate.

All children and young people attending the band will be made aware of this Code of Conduct [or version written for children and young people] 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

GREAT HORWOOD SILVER BAND

Members Code of Conduct

Document No: GHSB/COC/001

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, she/he should be referred to the appropriate member of staff who would give them a formal warning. Supportive interventions may need to be identified 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 at this stage and action should be recorded and parents/carers 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 that the band will discuss options with their parent/carer and refer to other services for further support.

Disciplinary actions

The band may have to take disciplinary action against band members and volunteers 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 Chair.

Possible disciplinary action includes:

- Verbal/written warnings
- Instant dismissal

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

As mentioned above, 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, then safeguarding procedures will be followed as soon as the allegation or concern comes to light, and statutory authorities will be informed as appropriate.

OFFICIAL

GREAT HORWOOD SILVER BAND

Members Code of Conduct

Document No: GHSB/COC/001

Review

The Code of Conduct will be reviewed annually at the first committee meeting after the AGM

Code of Conduct Adopted/Reviewed

Signed by (Print): Andrew Cook - Chairman

Signed by (Signature): 

Date: 16/03/2022