



Weston Brass Code of Conduct and Equal Opportunities Statement

As a band, we respect and promote freedom of expression and open communication. Weston Brass 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 and associates of the band including the conductor, to follow our Code of Conduct and Equal Opportunities Statement in order to foster a well-organised, respectful and collaborative environment where every individual has the opportunity to enjoy brass banding.

As individuals of Weston Brass, we agree to the following:

Member Commitment

- I acknowledge that accepting a position as a member/associate of the band involves the commitment of significant amounts of time and energy.
- I will be mindful of my responsibility to uphold the ethos and reputation of the band.
- 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 and helping to set up/take down equipment etc.
- If I am unable to attend or expect to be late, I will report to the Chairman or a member of committee as soon as possible. In the event of short notice, or last-minute unavailability, I will make every effort to inform a member of the committee by telephone/text as soon as possible.
- 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 adhere to the band's Safeguarding Policy, GDPR and Self Disclosure statement and this Code of Conduct and Equality Opportunities Statement.

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. This includes at rehearsals, as well as engagements (see below for what constitutes acceptable behaviour and what will be deemed inappropriate). This also includes any additional people who you bring to 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 and Health and Safety.
- If a player has cause for concern regarding the conduct or welfare of another member, this should be raised with a committee member 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 if possible.
- Band members, where able, 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 agreed.

Appropriate behaviours	Inappropriate & Prohibited Behaviours
<ul style="list-style-type: none"> • Treat other band members, including children, young people, or any adults with care and support needs with respect and dignity. • Encourage and support children, young people or any adults with care and support needs in the band but avoid having (or being perceived to have) 'favourites'. • In general, avoid being alone with children, young people or adults with care and support needs who are band members, unless you are their parent or carer. • If it is necessary to be alone with a child, young person or adults with care and support needs: <ul style="list-style-type: none"> ○ Make sure another adult knows where you are and approximately how long you will be. ○ Invite the child or young adult or any adults with care and support needs to bring a friend. ○ Leave the door open of the room you are in. ○ Move into the centre of the room so you are in plain view. ○ Avoid physical contact with children, young people or any adults with care and support needs in the band unless it is necessary for a particular activity or if the person in question or someone at risk 	<ul style="list-style-type: none"> • Hitting or striking another band member, whether this is a child or adult. • Verbally abusing (including shouting or swearing at) another band member. • Deliberately humiliating or undermining another band member. • 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. • Developing, or implying, sexual relationships with children and young people in the band. • Encouraging, or knowingly being involved in, another band member committing a crime 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.

Appropriate behaviours	Inappropriate & Prohibited Behaviours
<p>from them, has been or is about to be injured.</p> <ul style="list-style-type: none"> ○ If physical contact cannot be avoided, seek permission of the child or young person or adults with care and support needs wherever possible and ensure they are comfortable with what you are going to do. • If a child, young person or adults with care and support needs 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, young person or adults with care and support needs that causes you to have a safeguarding concern follow the band safeguarding procedures and contact the Safeguarding Officer as soon as possible. • Outside band activities, try to avoid contacting children, young people or adults with care and support needs who are band members unless this is via their parents and part of a family friendship • Be aware that children, young people or adults with care and support needs in the band 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 or email address to children, young people or adults with care and support needs in the band. • Do not develop individual friendships with children, young people or adults with care and support needs in the band except as part of a family friendship. 	

Property Care

- Members are expected to keep their uniform clean, maintained and secure. Band jackets should be covered when not in use.
- Members who are issued with band property, including items of uniform, instruments, lyres, stands and mutes will be required to sign the appropriate property Equipment Loan 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 Equipment Officer as soon as possible. Dependent on the cause of the damage, you

may be asked to contribute to those repairs. Equipment should also be stored securely when not in use.

- Instruments are only insured for use within Weston Brass. They must be insured by the player for any use other than this. This additional use is at the agreement of the committee e.g., helping another band. Any damage or sustained loss for any other use must be paid for by the player.
- Members must 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 tidy and in good order within their music folders.
- Members who wish to borrow individual parts of music from the library will be required to speak to the Librarian, sign the Music Loan Register and then return the music at the earliest opportunity.

Band Uniform

Members will be expected to wear full band uniform at engagements. Any changes will be advised prior to the engagement.

- Main Band Uniform:
 - Band jacket (issued)
 - Ties, bow and straight (issued)
 - White shirt
 - Black trousers/skirt
 - Black shoes
 - Black socks/tights
- Training Band Uniform:
 - To be advised as required

Equal Opportunities Statement

Weston Brass is committed to the principles and practice of Equality. The band values the diversity of the local population. We want our services, facilities and resources to be accessible and useful to every citizen regardless of gender, age, ethnic origin, religious belief, disability, marital status, pregnancy, sexual orientation, or any other individual characteristic which may unfairly affect a person's opportunities in life.

Equal Opportunities Commitments

Weston Brass is committed to:

- promoting equality of opportunity for all persons.
- promoting a good and harmonious learning environment in which all persons are treated with respect and dignity and in which no form of intimidation or harassment is tolerated.
- preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- fulfilling all our legal obligations under the equality legislation and associated codes of practice
- taking lawful affirmative or positive action, where appropriate breaches of our equal opportunities policy will be regarded as misconduct and could lead to termination of membership.

Weston Brass will endeavour to ensure that it will not consciously, or unconsciously discriminate in the selection or recruitment of applicants for membership of the band.

Equal Opportunities Complaints

Members of Weston Brass who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. Please see the complaints section below on how to do this.

Every effort will be made to ensure that members will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal from the band.

Complaints from members of the public will be dealt with in the same way as members' complaints.

Equal Opportunities Overview

Weston Brass is fully committed to fostering an environment of inclusion and equality in which musical potential can be explored and fulfilled without impediment. This statement represents the bands recognition of issues surrounding equal opportunities and its desire to promote equal opportunities within the band and in the brass band movement in general.

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 always observe complete confidentiality when matters are deemed confidential, or where they concern specific band members.

Compliance

- Members will protect the band's legality regarding all environmental and safety laws.

Complaints

- All complaints need to be put in writing to the committee. Any complaint will be dealt with seriously, and confidentially. The committee will aim to respond within 14 days but may ask for more time if needed. The committee will respond back in writing. The committee may ask for further information before an outcome can be decided and whether the complaint is upheld or not.

Breaching the Code of Conduct and Equal Opportunities Statement

In the event of a member of the band not adhering to this Code of Conduct and Equal Opportunities Statement, 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.

If the matter is taken out of the committee's remit and other relevant authorities are involved e.g., police, then the committee will not investigate itself but liaise with the police as requested until a conclusion has been reached in full. To be impartial, the committee may request both parties stay away from the band until a conclusion has been reached in full. Following any conclusion or investigation by the police, the band committee reserve the right to then follow any breach of conduct guidelines. The committee reserve the right to exclude any member(s) from the band room, rehearsals and engagements until all investigations/actions have been completed. This in no way reflects the individual members feelings on any matter but merely seeks for the band committee to remain impartial until any case has been concluded in full.

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, 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 and Equal Opportunities Statement and it will be explained to them by their parent/guardian. Their parent/guardian also needs 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:

- If a child or young person breaches the Code of Conduct and Equal Opportunities Statement, the most appropriate sanction for a minor or first-time breach will be to remind him/her about the Code of Conduct and Equal Opportunities Statement, 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.
- If, having followed the above step, the child or young person continues to exhibit inappropriate behaviour, she/he should be referred to the Chairman 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.
- 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.

- 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/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 and Equal Opportunities Statement.

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.