



Chapter 3: Code of Conduct

Overview

This Code of Conduct sets out Swineshead Silver Band's expectations regarding the commitment and behaviour expected of band members, volunteers and trustees; both towards each other and as a representative of the band in public. This section should be read in conjunction with the other chapters of the Swineshead Silver Band's Bandbook. In order to ensure that this remains a relevant and live document this chapter will be reviewed with band members on an annual basis.

As a band, we respect and promote freedom of expression and open communication. The Swineshead Silver Band recognises 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 to follow this Code of Conduct, in order to foster a well-organised, respectful and collaborative environment where every individual has the opportunity to enjoy brass banding.

Individual Commitment

All Members of Swineshead Silver Band individually are committed to the following:

- I acknowledge that accepting a position as a member 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.
- 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 and/or relevant band officer in person or by telephone/text 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 maintain the band's professionalism and integrity at all times.
- 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 band members and the general public.
- I will support the chair and the committee in their roles and responsibilities to further the future success and sustainability of the band.



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- 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.
- I will adhere to the band's Equal Opportunities Policy.

Collective Commitment

In addition we collectively support the following:

- All band members 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 Swineshead Silver Band's Bandbook; including, but not limited to, Safeguarding and Health and Safety.
- In the event that a player has cause for concern regarding the conduct or welfare of another member, this should be reported to the relevant band officer in a timely manner.
- Playing members are expected to have their sheet music available at all times 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.



Appropriate and Inappropriate Behaviours

The following table lists the behaviours that Swineshead Silver Band deem to be appropriate and inappropriate:

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 band 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 if the person in question or someone at risk has been, or is about to be injured. ● 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 the Safeguarding Officer 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	● 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, 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 band. ● Encouraging, or knowingly involved in, another band 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.



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● Children and young people 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, email address or social media usernames (handles) 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 Officer. 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 the Safeguarding Officer.

● Creating, sharing or downloading abusive images of children or adults.

● Bringing the band into disrepute through inappropriate use of social media.

Care of Property

● Members are expected to keep their uniform clean and well maintained.

● Members who are issued with band property, including items of uniform, instruments, lyres and mutes will be required to sign the appropriate property register upon receipt 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 also be stored securely when not in use.

Members are responsible for ensuring that loaned instruments are covered by their home insurance policy whilst the instrument is in their care.

● 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 sheet music in good order within the rehearsal and engagement folders, as provided.



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- Members who wish to borrow individual parts of music from the library will be required to sign the Music Loan Register, and return the music at the earliest opportunity.
- Members will respect all kinds of incorporeal property (such as trademarks and copyright).

Personal appearance and interests

- Members will follow the band's dress code and personal appearance guidelines when performing:
- 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. If this causes a conflict of interest then they will absent themselves from any discussion or action 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 that any member of the band 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 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 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. All children and young people attending the band will be made aware of this Code of Conduct it will be explained to them with a parent/guardian present if necessary. Their parent/guardian is to



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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:

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

Disciplinary actions

Swineshead Silver 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 Chair. Possible disciplinary actions include:

- Verbal/written warnings
- Instant dismissal
- Legal action

Swineshead Silver 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, safeguarding procedures will be followed as soon as the allegation or concern comes to light and statutory authorities will be informed, as appropriate.



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Other chapters of the Swineshead Silver Band Bandbook:

Chapter 1: Welcome

Chapter 2: Membership

Chapter 3: Code of Conduct

Chapter 4: Recruitment

Chapter 5: Safeguarding

Chapter 6: Risk Assessment

Chapter 7: Health and Safety

Chapter 8: Supporting Members

Chapter 9: Data Protection

Chapter 10: Whistleblowing

Documents

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