

Code of Conduct

City of Oxford Silver Band strives to foster a well-organised, respectful, safe and collaborative environment where every individual has the opportunity to enjoy brass banding.

We believe that every player, volunteer and associate has a responsibility to uphold the bands motto 'Friendship through Music' and not act in a way that is unlawful, discriminatory or causes harm.

City of Oxford Silver Band's future success and sustainability relies on the commitment of all its Adult Members, Volunteers and Associates.

1:1 Members Commitment

2:1 Committee Members', Trustee's Commitment

3:1 Mentor or other Volunteer Role Commitment

4:1 Paid Associates Commitment

City of Oxford Silver Band requires all Adult members to follow the Code of Conduct to uphold the organisation's values.

5:1 All Members Conduct

5:2 Appropriate Behaviour

5:3 Inappropriate Behaviour

6:1 Property Care

7:1 Breaching the Code

7:2 Disciplinary Action

1:1 Member Commitment

*There is an under 18 code of conduct

- I will involve myself actively in the work of the band.
- If I am unable to attend or expect to be late, I will report to the relevant person as soon as possible.
- I will have my music parts available for rehearsals and engagements.
- I will assist with the setting up and packing away of chairs, stands and equipment at rehearsals and engagements.
- I will arrive at engagement venues by the time stated wearing the specified uniform.
- I will strive to work as a member of a team.
- I will act kindly and without prejudice towards other band members and the general public.
- I will be mindful of my responsibility to uphold the ethos and reputation of the band.
- I will adhere to the band's Safeguarding Policy.
- I will uphold the band's environmental, safety and equality responsibilities.

2:1 Committee Member and Trustee Commitment in addition to 1:1

- I will complete a DBS application when I agree to undertake a specific non playing role within the organisation.
- I will attend an introduction to Safeguarding session with the Safeguarding Team.
- I will support the Chair and the committee in their roles and responsibilities.
- I am prepared to support committee members and sub groups in their roles and responsibilities.
- I will declare any conflicts of interest should they arise
- I will act in the best interests of the band as a whole and not as a representative of any other group.
- I will observe complete confidentiality when matters are deemed confidential at all times.

3:1 Mentor and Volunteer Role

- I will complete a DBS application and sign up to the renewal scheme when I agree to undertake a specific non playing role within the organisation.
- I will attend an introduction to Safeguarding session with the Safeguarding Team.
- I will support the Bandleader in their roles and responsibilities of furthering the progress of players, and the safety of its younger and more vulnerable members
- I will support the Finance lead in their role to ensure financial sustainability of the organisation
- I will act in the best interests of the band as a whole and will declare any conflicts of interest should they arise.
- I will support the Safeguarding Team in fulfilling the requirements of COSB Safeguarding Policy and Brass Band England's Band Safe assurance.
- I will observe complete confidentiality when matters are deemed confidential, or where they concern specific band members, at all times.
- I will be aware that children and young people in the band will look up to me; I will model responsible and considerate behaviours associated with appropriate personal boundaries.

4:1 Paid Associates Commitment

- I will complete a DBS application and sign up to the renewal scheme when I agree to undertake a specific non playing role within the organisation.
- I will attend an introduction to Safeguarding session with the Safeguarding Team.
- I will communicate effectively and respectfully with all members of the band community.
- I will plan rehearsals to match the ability and musical interests of the players. I will ensure rehearsals are enjoyable and support individuals to make progress. I will welcome constructive feedback and take advice when necessary.
- I will attend all rehearsals or arrange cover if I am unable to attend and I know in advance. I will attend 4 committee meetings a year, always providing a written report for committee meetings and the AGM.
- I will model responsible and considerate behaviours associated with appropriate professional/personal boundaries.

- I will not accept, or give, gifts or money to children or young people I work with. If I am presented with a token 'thank you' gift from a child or vulnerable adult, I will accept it with thanks and inform a Safeguarding Officer. If a large present is offered, I would discuss it with the band committee and Safeguarding Officer. If I 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 team
- I will declare any conflicts of interest should they arise.
- I will act in the best interests of the band as a whole and not as a representative of any other group.
- I will observe complete confidentiality when matters are deemed confidential, or where they concern specific band members, at all times.
- I will follow the library protocol if I wish to remove items from the library

5:1 All Members Conduct: Values

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).

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.

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.

5:2 Appropriate Behaviour

- 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 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 and young people in the band unless it is necessary for a particular activity or if the person in question or someone at risk from them 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 safeguarding procedures and contact the Welfare Officer as soon as possible.
- Outside band activities, try to avoid contacting children or young people who are band members unless this is via their parents and part of a family friendship.
- Do not give your personal telephone number or email address to children or young people in the band.
- Do not develop individual friendships with children and young people in the band 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.
- Adults should not offer lifts to under 18's within the band to get them to band gigs

5:3 Inappropriate Behaviours

This list is not exhaustive, but would include:

- Hitting or striking another child or adult.
- Verbally abusing (including shouting or swearing) another person
- Deliberately humiliating or undermining another person.
- 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.
- Taking or being under the influence of illegal substances or being intoxicated during band activities.
- 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.
- Bringing the band into disrepute through inappropriate use of social media.

6:1 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 incase insurance claims can be made. Equipment should also 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 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).

7:1 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 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 [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 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 Band member 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 the band will discuss options with their parent/carer and refer to other services for further support.

7:2 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.

Code of Conduct Adopted/Reviewed

Signed by (Print):

Signed by (Signature):

Date:

