



St Albans City Band

Code of Conduct

Note: This policy has been drawn up with reference to guidance from Brass Bands England's Bandsafe programme.

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St Albans City Band Code of Conduct

Purpose and scope

This Code of Conduct ('Code') sets out the band's expectations regarding the commitment and behaviour expected of band leaders, members, volunteers and trustees; both towards each other and as a representative of the band in public.

It has been prepared in accordance with the Brass Bands England Bandsafe guidance (<https://www.bbe.org.uk/bandsafe-resources>)

The Code of Conduct applies to all members, volunteers or anyone working on behalf of any member bands that together form St Albans City Band ('the band')

Code of Conduct

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

The band is committed to safeguarding and promoting the welfare of young people, as set out in the band's Safeguarding Policy.

As individuals of the band we agree to the following:

Playing members' commitment

- I acknowledge that accepting a position as a member/associate 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.
- 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.
- I will be mindful of my responsibility to uphold the ethos and reputation of the band.
- I will update Muzodo promptly and in the case of non-attendance within 24hrs of a rehearsal, I will update Muzodo and send a message to the band leader concerned.

- I will be ready to start a rehearsal having ensured music is in order, mutes, pencils and/ or other required equipment is organised and undertaken a personal warm-up routine.
- I will pay attention in rehearsal to all instructions as asked by the MD or leader, not talking when other sections are rehearsing, being actively involved at all times, not using profane language and not using a mobile device, unless for the purposes of reading music on a tablet or as agreed for official SACB social media use.
- I share a collective ownership of the bandroom’s cleanliness and tidiness. This includes the kitchen area.
- I will be willing to help in various roles at a concert when asked, where possible.
- I will abide by uniform instructions as given for concerts and will take personal pride of appearance when ‘on duty’.
- I will not be afraid to say if I find the bandroom too hot or too cold.
- Most importantly, I understand that enjoying making music is a collective team effort to the benefit of all for well-being, personal achievement and for the good of the SACB community.

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, 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).

Appropriate behaviours	Inappropriate/prohibited behaviours
<ul style="list-style-type: none"> ● 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/Welfare Officer as soon as possible. ● Outside band activities, avoid directly contacting children or young people who are band members unless this is via their parents and part of a family friendship. ● 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. 	<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, 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.



**ST. ALBANS
CITY BAND**

- 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.

- 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.
- Creating, sharing or downloading abusive images of children or adults.
- Bringing the band into disrepute through inappropriate use of social media.

- Members will adhere to the band's policies and procedures as set out in the band's Safeguarding policy, whistleblowing policy, and other governance documents.
- 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.

Property care

- 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 will 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 sheet music in good order within the rehearsal and engagement folders, as provided.
- Members will respect all kinds of incorporeal property (such as trademarks and copyright).

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.

Communication

Effective communication is essential to the smooth running of the band. To ensure information is shared consistently, accurately, and in a timely manner, members are expected to follow these standards:

- **Official Channel** — All band-related communication must take place through the band's official WhatsApp communities. This includes announcements, rehearsal updates, attendance notifications, event details, and any other operational matters.
- **No Alternative Channels** — Members should not use personal messaging, unofficial group chats, social media, or email to share band-related information unless specifically authorised by the committee for a particular purpose. This avoids confusion, missed messages, and conflicting information.
- **Message Conduct** — Communication within the official WhatsApp group should remain respectful, relevant to band activities, and appropriate for all members. Personal disputes, unrelated content, or excessive off-topic messaging should be avoided.
- **Responsibility to Stay Informed** — Members are expected to check the official WhatsApp group regularly and ensure they are aware of current information. Failure to monitor the channel does not exempt members from responsibilities or expectations communicated there.

Rehearsal etiquette

A focused, respectful rehearsal environment allows the band to make the best musical progress. Members are expected to uphold the following standards throughout every rehearsal:

- **Ready for Baton Down** — Members must arrive early enough to be fully set up, warmed up, and ready to play by the published *baton down* time. Cases, coats, and personal items should be stored before the rehearsal begins so the session can start promptly.
- **Arrival Window** — To ensure the bandroom is used appropriately and safely, members should arrive **no more than 15 minutes before** the scheduled start time. The bandroom is not a general-use space and is only available to members during official rehearsal periods.



- **Attention and Conduct** — When the conductor is speaking, members should listen attentively and avoid side conversations. Instructions should be followed promptly to maintain the flow of rehearsal.
- **Use of Mobile Phones** — Unless there is a good reason, phones should be silenced and kept out of sight during rehearsal.
- **Positive Environment** — Members should support one another, maintain a constructive attitude, and help create an atmosphere where everyone can learn and perform at their best.

Breaching the Code of Conduct

To be read in conjunction with the Disciplinary Procedure document.

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 and, where appropriate, safeguarding officer 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 band may have to take disciplinary action against band members and volunteers who repeatedly or intentionally fail to follow the Code of Conduct. The Disciplinary Procedure gives further details.

Possible disciplinary actions include:

- Verbal/written warnings
- Instant dismissal
- Legal action

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

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.

Breaching the Code of Conduct: Children and young people

All children and young people attending the band will be made aware of this Code of Conduct 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, 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.