

Newark Town Band – Code of Conduct & Key Policies (Summary)

Newark Town Band is a community built on respect, enjoyment, and shared responsibility. All members agree to follow this summary of expectations, drawn from the Band's Code of Conduct and supporting policies.



1. How We Treat Each Other

- Treat all members with kindness, dignity and respect.
- Work collaboratively and supportively as part of the band team.
- Avoid behaviour that could humiliate, undermine or upset others.
- Never use discriminatory, racist, sexist or prejudiced language.
- Maintain professionalism and uphold the band's reputation at all times.

2. Safeguarding Responsibilities

- Every member has a duty of care.
- Follow the band's Safeguarding Policy at all times.
- Be a positive role model for children, young people and adults at risk.
- Keep language and behaviour appropriate when young people are present.
- Avoid being alone with a young person unless you are their parent/carer.
- Report any safeguarding concerns promptly to the Safeguarding Officer.
- Do not investigate concerns yourself or discuss them with children or young people.

3. Behaviour at Rehearsals, Performances and Events

- Arrive on time, prepared, and in the correct uniform.
- Pay attention to the Musical Director and avoid disruptive behaviour.
- Use respectful language — inappropriate behaviour or language will not be accepted.
- Follow all band policies, including Health & Safety and Equal Opportunities.
- Represent the band positively when in uniform or at band-related events.

4. Conduct Around Children and Young People

- Treat young players with respect and encourage them appropriately.
- Maintain clear and professional boundaries at all times.
- Avoid physical contact unless necessary for safety.
- Keep conversations age-appropriate and avoid sensitive or personal topics.
- Do not give personal contact details to young players or form individual friendships.
- Follow the Supporting Band Members Policy when supervising or transporting young people.

5. Responsibilities as a Band Member

- Communicate absences promptly and reliably.
- Help with setting up and packing away equipment.
- Look after band property and return items when requested.
- Keep music in good order and ensure it is available for rehearsals and engagements.
- Support the Chair, committee and fellow members in their roles.

6. Raising Concerns (Whistleblowing Policy)

- Members can raise concerns about wrongdoing, unsafe practice or conduct.
- Concerns will be taken seriously and handled confidentially wherever possible.
- No member will be penalised for raising a genuine concern.
- Malicious or knowingly false allegations may result in disciplinary action.

7. If the Code of Conduct Is Breached

- Concerns will be investigated fairly and impartially.
- Members will have the opportunity to give their account and bring a representative.
- Sanctions may include verbal/written warnings, suspension or dismissal.
- Safeguarding concerns will follow statutory procedures where required.

8. Our Shared Commitment By being part of Newark Town Band, every member agrees to:

- uphold the band's values
- protect the wellbeing of children, young people and adults
- maintain a safe, respectful and inclusive environment
- represent the band with integrity at all times