

Hook Norton Brass Band (HNBB) Code of Conduct



Date Policy Agreed by Committee: 22/02/2024

Date for Policy Review: March 2026

At Hook Norton Brass Band, we respect and promote freedom of expression and open communication. We recognise the rights of all members to be treated as individuals and 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.

Members' Commitment

As individual members of Hook Norton Brass Band, we agree to the following:

- I acknowledge that accepting a position as a member/volunteer/employee of HNBB involves commitment of my time and energy.
- I will involve myself actively in the work of HNBB and accept my fair share of responsibilities, providing I am 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 to a rehearsal or engagement, 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 (Shaun Humphries - 07703569294) or my section head soon as possible.
- When representing HNBB, 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, including acting kindly and without prejudice towards other band members or members of the public.
- I will support the committee members in their roles and responsibilities to further the future success and sustainability of the band.
- I will familiarise myself with and adhere to all HNBB Policies, including but not limited to, Safeguarding and Health and Safety Policies.

Members' Conduct

- All members of HNBB 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 and band engagements.
- 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 person (Katie Gardner as Chair for conduct and Jo Meara or Leonore Boelee as Welfare Officers for welfare) 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, they must ensure that the music is forwarded to the band, or left with the band in anticipation of their absence.
- Band members should arrive fully prepared at engagement venues by the time stated. For all engagements, members are responsible for ensuring that they have a smart appearance, including wearing the uniform specified for the event. Members must ensure that HNBB jackets and ties are well cared for, stored and transported with care.

Bullying

Bullying is behaviour, 'usually repeated over time, that intentionally hurts another individual or group of individuals, physically or emotionally'. One person or a group can bully others; bullying can occur either face-to-face between individuals or groups or online.

Bullying can include, but is not limited to: shouting at or striking someone; making fun of someone; excluding someone; threatening someone; damaging or stealing someone's personal belongings; forcing someone to do something harmful or dangerous and spreading rumours or inappropriate images of someone.

At HNBB, we will seek to prevent bullying by:

- Developing and regularly reviewing a Code of Conduct that sets out how everyone involved in the Band is expected to behave, both in face-to-face contact and online.
- Holding all members, volunteers, employees and parents linked to HNBB accountable for their behaviour in relation to our Code of Conduct and following our Whistle Blowing Policy for any behaviours which cause concern.
- Addressing any issues from the point of view of the person being bullied, the bully, any bystanders and the Band as a whole.
- Reviewing the plan developed to address any bullying, to ensure that any problems are resolved.
- Avoiding any actions or situations that make anyone feel or look foolish in front of others.

Social Media and Online Platforms

HNBB recognises that the internet provides unique and valuable opportunities to promote the band using a wide variety of social media, such as Facebook, Twitter and our Band website: hnbb.co.uk. Nonetheless, we acknowledge that the use of social media and online technologies can also present safeguarding risks that need to be mitigated as far as possible.

We will undertake to monitor our website activity as far as possible and to safeguard communications via email to prevent any inappropriate or unwanted contact. Email and text/WhatsApp communications for members who are children will only be sent to parents. Photographs of band members may, with their consent, appear on our website or social media pages. We will also consider the diverse age range of our members when posting images and comments on pages and ensure that these are appropriate and in keeping with the band ethos.

There is a WhatsApp HNBB Social group for members who are friends, which is not regulated by HNBB and does not reflect the Band's views or beliefs, although members will be expected to maintain the same high standards of personal conduct that are expected in all contact between members.