Saffron Walden Town Band – Code of Conduct

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 making music.

As individuals of Saffron Walden Town Band we agree to the following:

Members conduct

- **All** band members have a responsibility for safeguarding and for following this code of conduct.
- Inappropriate behaviour and language, whether face-to-face interaction, via social media or as part of any online activity, **will not be accepted**. Inappropriate behaviour or language means any behaviour, communication or action that is offensive, intimidating, abusive, discriminatory, bullying, harassing, threatening or otherwise disrespectful, or that negatively affects the safety, wellbeing or enjoyment of others. This includes during rehearsals, as well as band engagements.
- Members will **adhere to the band's policies and procedures** as set out in the band's governance documents, available on our website (www.swtb.org.uk/policies).
- Members are able to post messages on our Spond group but should ensure that these are **relevant to band activities** and **adhere to this code of conduct**.
- In the event that a player has cause for concern regarding the conduct or welfare of another member, this should be **reported to the Safeguarding Officers** in a timely manner.
- Band members are expected to **assist with the setting up and packing away** of chairs, stands and equipment at rehearsals and engagements, if physically able.
- Band members should arrive at engagement venues **by the time stated** wearing the specified **uniform**.
- You must **avoid being alone with members who are under 18** who are band members, unless you are their parent or carer or a member of the Committee.
- **Avoid physical contact** with members of 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.
- **Do not give your personal telephone number, email address or social media usernames (handles) to band members who are under 18 in the band.**
- If you are told or see something regarding a child or young person or adult that causes you to have a safeguarding concern, **follow the band's safeguarding procedures** and **contact the Safeguarding Officers** as soon as possible.

Conflicts of interest

Members will **declare any conflicts of interest**, should they arise.

Young people

All children and young people attending the band will also be made aware of this Code of Conduct. Their parent/guardian is to confirm that they have seen, understood and agree to follow it.

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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 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.

Disciplinary action

The band may 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 Committee.

Possible disciplinary actions include:

- Verbal/written warnings
- Instant dismissal
- Legal action

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 may be informed, as appropriate.

Policy adopted/reviewed

We are committed to reviewing our policy and good practice annually.

Musical Director signature: S. T. Mansell **Date:** 07/09/2026

Chairperson signature: S Luckham **Date:** 07/09/2026