



**BESSES
BOYS' BAND**

**POLICIES AND PROCEDURES HANDBOOK
2022**

Registered Charity Number _____



Contents

1. Welcome / Aims	4
2. Safeguarding Policy	4
3. Equality policy	9
4. Anti-bullying policy	10
5. GDPR.....	11
6. Online Safety	14
7. Recruitment Policy.....	15
8. Code of Conduct	17
9. Band Rules	20
10. Member Expectations.	20
11. Uniform Policy.....	21
12. Membership Subscriptions.....	22
13. Musical Instrument Agreement.....	23
14. Whistle Blowing Procedure	24
15. Health and Safety	26
16. Key Holder Policy.....	28
17. Risk Evaluation.....	30
18. Brass Instrument Cleaning Guidance.....	32
19. Review Schedule.....	34



1. Welcome / Aims

Welcome to the Besses Boys' Band Handbook. The key objective of this handbook is to outline the policies and procedures of Besses Boys' Band (BBB), Besses Boys' Training Band (BBTB) and other related activities carried out by the band and its members.

Where any more information is required, or any queries arise; the following should be contacted:

- Name: Bradley Hirst
- Position: Chairman
- Email: info@bessesboysband.com

2. Safeguarding Policy

a) Policy Statement

This policy applies to all members, volunteers or staff working on behalf of Besses Boys' Band.

The purpose of this policy:

- to protect children, young people and vulnerable adults who are members of the band.
- to provide staff and volunteers with the overarching principles that guide our approach to child protection

Besses Boys' Band believes that a child, young person or vulnerable adults should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

b) Legal framework

This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 2018
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.



c) We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for and members and volunteers
- developing and implementing an effective e-safety policy and related procedures
- Ensure that all concerts, contests and band outings have been risk assessed for safety and suitability.
- Ensure that all trips and visits comply with safeguarding guidelines.
- providing effective support and training for volunteers with responsibility
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, volunteers and members
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

d) Useful contact details

Band Welfare Officer: Becca Hurst
Tel: 07792368359

Local police: 101 or if a child is in immediate danger 999

Bury Safeguarding hub:
Tel: 01612535678 out of hours: 01612536606
Web: <https://www.bury.gov.uk/index.aspx?articleid=10831>

Advice: NSPCC
Helpline: 0808 800 5000
Email: help@nspcc.org.uk

ChildLine:
Tel: 0800 1111 (textphone 0800 400 222)
Web: www.childline.org.uk

Brass Band England Welfare Officer:
Tel: 01226 771015
Web: <https://www.bbe.org.uk/>

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

e) Types of Abuse

In terms of safeguarding guidelines, a child is “anyone who has not yet reached their 18th birthday”.

Safeguarding children and vulnerable adults is a personal responsibility and liability which cannot be passed to the band or band committee.

All trustees, committee members, band members, volunteers and staff should be aware of the different forms abuse can take. In general terms, abuse and neglect are forms of maltreatment of a child/vulnerable person. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, a stranger. They may be abused by an adult, or adults or another child/children. If any member of the band or band committee suspects abuse of any kind, they have a duty to act.



Commonly accepted definitions of the five main types of abuse are outlined below. These definitions may help, but staff suspecting a child is at risk of abuse should consult, especially where there is uncertainty.

i. Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or young person.

ii. Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child/young person such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to children/young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children/young people. These may include interactions that are beyond the child's developmental capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing the child/young person frequently to feel frightened or in danger. Some level of emotional abuse is involved in all types of maltreatment of a child/young person though it may occur alone.

iii. Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities, or encouraging children/young people to behave in sexually inappropriate ways.

Sexual abuse frequently leaves no signs and is difficult to spot. The absence of signs and symptoms does not mean that a child has not been subject to abuse, but many of the symptoms may be caused by conditions unrelated to sexual abuse.

iv. Neglect

Neglect is the persistent failure to meet a child's/young person's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

v. Bullying

This may be bullying of a child by an adult or another child. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It may be physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name-calling, graffiti, abusive text messages transmitted by phone or on the internet), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact



or abusive comments).

f) Dealing with a safeguarding concern

Ways that abuse might be brought to your attention

- a child might make a direct disclosure about him or herself
- a child might make a direct disclosure about another child
- a child might offer information that is worrying but not a direct disclosure
- a member of the band or volunteer might be concerned about a child's appearance or behaviour or about the behaviour of an adult towards a child
- a parent or carer might make a disclosure about abuse that a child is suffering or at risk of suffering
- a parent might offer information about a child that is worrying but not a direct disclosure.

Talking to a child who has told you that he/she or another child is being abused

- Reassure the child that telling someone about it was the right thing to do.
- Tell him/her that you now must do what you can to keep him/her (or the child who is the subject of the allegation) safe.
- Let the child know what you are going to do next and who else needs to know about it.
- Let the child tell his or her whole story. Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying.
- Ask the child what he/she would like to happen because of what he/she has said, but don't make or infer promises you can't keep.
- Give the child the Child Line phone number: 0800 1111.

Helping a child in immediate danger or in need of emergency medical attention

- If the child is in immediate danger and is with you, remain with him/her and call the police.
- If the child is elsewhere, contact the police and explain the situation to them.
- If he/she needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
- If the first aider is not available, use any first aid knowledge that you may have yourself to help the child.
- You also need to contact the bands named Welfare Officer responsible for child protection to let them know what is happening.

A decision will need to be made about who should inform the child's family and the local authority children's social care department, and when they should be informed. If you have involved the police and/or the health services, they should be part of this decision. Consider the welfare of the child in your decision making as the highest priority.

Issues that will need to be considered are:

- the child's wishes and feelings
- the parent's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation)
- the impact of telling or not telling the parent
- the current assessment of the risk to the child and the source of that risk
- any risk management plans that currently exist.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart at the end of this section.



Keeping a record of your concerns

It is important to keep a clear detailed record of events and communication in relation to the concern. It can be used to forward information to the statutory child protection authorities if a referral to them is needed. The form / log should be signed and dated by all those involved in its completion and kept confidentially on the child's file. The name of the person making the notes should be written alongside each entry.

Procedure for helping a child not in immediate danger

We aim to ensure all young people within the band and any other children who may come to the attention of the band receive the protection and support they need if they are at risk of abuse.

This procedure provides clear direction to members and volunteers of the band if they have concerns that a child needs protection.

Band Member has concerns about a child's safety or welfare



Band member makes notes of their concerns using the reporting form, and discusses them with the named Welfare Officer.



If the child's family does not already know about the concern, the Welfare Officer discusses it with them **unless**:

- a family member might be responsible for abusing the child
- someone may be put in danger by the family being informed
- informing the family might interfere with a criminal investigation.

If any of these circumstances apply, discussions with the family should only take place after this has been agreed with the local authority children's social care department.



If there is still uncertainty about the concerns, the Officer can discuss with children's social care department or with NSPCC Helpline without disclosing the identity of the child/family.



3. Equality policy

We are committed to reviewing our policy and good practice every year.

Besses Boys' Band strives to promote fair and equal access and equal opportunities when recruiting players, tutors, conductors or volunteers. It also seeks to recognise and value the differences in the people involved with the band and its audiences.

Legal Duties

As a band, we welcome our duties under the Equality Act 2010. The general duties are to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

We understand the principal of the act and the work needed to ensure that those with protected characteristics are not discriminated against and are given equality of opportunity. A protected characteristic under the act covers the groups listed below:

- Age (for employees only)
- Disability
- Gender (including issues of transgender)
- Gender reassignment
- Marriage and Civil Partnership (for employees)
- Maternity and pregnancy
- Race (includes ethnic or national origins, colour or nationality)
- Religion and belief (includes lack of belief)
- Sexuality

What we aim to do

The Band in the community...

- Ensure that our performances, rehearsals, workshops and other services are fair, relevant and accessible to all
- Provide interpreting and translation when appropriate
- Ensure that all buildings where services are delivered are accessible where practicable
- Ensure that conductors, players and tutors have access to training where necessary, to improve the services delivered to brass band communities
- Monitor and review activities and policies to ensure there is no unlawful or unjustified discrimination.

The Band and its members...

- Encourage conductors, players, tutors, volunteers and other staff to reach their potential, recognising that resources are not infinite
- Strive to deliver fair treatment for all
- Provide a safe and accessible environment
- Strive for an environment free from discrimination and harassment
- Provide equal access to learning and development opportunities
- Ensure our recruitment is fair.



Who will do this?

- All persons within the Besses Boys' Band organisation (in any capacity) have a responsibility not to discriminate in the way they treat users of our services, or other engaged persons
- The Board of Trustees and Management Committee (namely, Chairman and Band Managers) each has a responsibility to make sure that the activities of Besses Boys' Band, and Besses Boys' Band Training Band respond to the needs of the diverse communities which they encounter.

Complaints

Complaints, with regard to this policy, should be reported to any member of the board of trustees or management committee of Besses Boys' Band.

4. Anti-bullying policy

We are committed to reviewing our policy and good practice every year.

We recognise that:

- 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, using information technology, such as computers or mobile phones;

Bullying can include:

- verbal teasing or making fun of someone;
- excluding members from activities and conversations;
- pressurising other members not to be friends with the person who is being bullied;
- spreading hurtful rumours or passing round inappropriate photographs/images/drawings;
- shouting at or verbally abusing someone;
- stealing or damaging someone's belongings;
- making threats;
- forcing someone to do something embarrassing, harmful or dangerous;
- harassment based on race, gender, sexuality or disability;
- physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection procedures).

Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm. People are often targeted by bullies because they appear different from others;

We all have a role to play in preventing bullying and putting a stop to bullying. The purpose of this policy is:

- to prevent bullying from happening in our brass band, as much as possible;
- when bullying does happen, to make sure it is stopped as soon as possible and that those involved receive the support they need;



- to provide information to all members, volunteers, young people and their families about what we should all do to prevent and deal with bullying.

We will seek to prevent bullying by:

- Developing a code of behaviour that sets out the “dos” and “don’ts” in terms of how everyone involved in the Band is expected to behave, both in face-to-face contact and online.
- Advertise and promote the band in a way that will help to attract members from diverse groups.
- Provide welcome information to new members and help them to settle in.
- Hold discussions with members, volunteers, young people and families who are part of the Band to ensure that they understand our anti-bullying policy.

When bullying occurs, we will respond to it by:

- Having a clear anti-bullying procedure in place;
- Providing support and training for all Officers and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying;
- Addressing the issue 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 the bullying, to ensure that the problem has been resolved;
- Avoiding any punishments that make the individuals concerned seem small, or look or feel foolish in front of others.

Monitoring and review the safeguarding officer is responsible for monitoring the effectiveness of this policy. This policy will be reviewed every two years. The next review is due on: January 2024

5. GDPR

The Data Protection Act came into force on 25th May 2018. It is a law that sets out guidelines for the collection and processing of personal information and aims to give individuals more rights over how their data is used.

It is essential that certain personal data be collected and stored in order for the Besses Boys' Band charity to operate. These guidelines illustrate the procedures under which essential safeguards are carried out to protect such data:

In accordance with Information Commissioners Office guidance, data will be;

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.



Personal Information

Full Name (Player / Member)		
Home Address	Emergency contact details	
	Name	
	Address	
	Telephone	
Postcode		Date of Birth
Home Phone Number		Mobile Phone Number
Email Address		
Allergies/ medical conditions we need to be aware of		

Privacy Notice

As an organization Besses Boys' Band needs to keep and process information about you for normal management purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the band and manage our relationship with you effectively, lawfully and appropriately, during the running process, whilst you are playing for us and after you have left. This includes using information to enable us to comply with brass band associations, contests bodies, and brass bands England, to comply with any legal requirements, pursue the legitimate interests of the organization and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

As an organization we (Besses Boys' Band) will never sell, rent, lease or give away your information (name, address, email, etc.) to any third party. Nor will we send you unsolicited email.

The sort of information we hold includes your instrument agreement, contact information, medical information and contest registry data.

Other forms of information may be held in correspondence with or about you, for example letters to you about events, Contact and emergency contact details; and records relating to your playing history, such as player registration card documents, transfers etc.

Where necessary, we may keep information relating to your health, this information will be used in order to ensure we comply with our health and safety and safeguarding obligations and to ensure that we are informed of any medical conditions in the event of an emergency.

Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

All electronic data is stored in an encrypted format in accordance with the ICO Data storage guidelines, and only band officers are permitted to gain access to the same. All personal data held in hard copy format is stored in a secure filing cabinet at the bands registered address.



Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to submit your information to allow the organization to perform, for instance we may need to pass on certain information to brass bands England or other relevant banding associations.

We have in place safeguards which can be seen in our Safeguarding Policy to ensure the security of your data. A copy of the safeguards can be obtained from **Sarah Nicholson (Safeguarding Officer)**

Your personal data will be stored for a period of **12 Months** after which we will request information is re submitted to the organization to ensure all information we store is up to date, accurate and correct.

If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

Your rights

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data by completing this form you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

Identity and contact details of controller and data protection officer

18. **Besses Boys' Band** is the controller **[and processor]** of data for the purposes of the DPA 18 and GDPR.

If you have any concerns as to how your data is processed, you can contact:

Besses Boys' Band Data Protection Officer at info@bessesboysband.com

Images and Media Consent

Besses Boys' Band is committed to the protection of all children and adults involved in the organisation. Where possible the band will not permit photographs, film, video or other images of all persons to be taken or used without the consent of the members or persons within the organisation or without consent of the child/adult or their parents/ guardians or carers.

Besses Boys' Band will take all reasonable measures to ensure these images are used solely for the purpose for which they are intended. If you become aware that these images are being used inappropriately, you should inform Besses Boys' Band's safeguarding officer at the earliest convenience.

Besses Boys' Band reserve the right at all times to obtain the use of photographs, film or video at any activity to actively promote and advertise the band.



By signing the disclosure below, I hereby give consent to my data and the photographing, filming, audio recording or videoing my involvement in Besses Boys' Band and understand and consent to my images being used for promotional marketing and archive purposes.

I HAVE READ, UNDERSTOOD, AND AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT AND PROVIDE MY CONSENT TO THE ABOVE AS EVIDENCE BY MY SIGNATURE.	
PRINT _____	SIGNATURE _____
DATE _____	

PARENT/ GUARDIAN/ CARER <i>(if under 18)</i>	
NAME OF CHILD _____	SIGNATURE _____
RELATIONSHIP WITH CHILD: _____	
DATE _____	

6. Online Safety

Online Safety encompasses not only Internet technologies but also electronic communications via mobile phones, games consoles and wireless technology. It highlights the need to educate children and young people about the benefits, risks and responsibilities of using information technology.

- e-Safety concerns safeguarding children and young people in the digital world.
- e-Safety emphasises learning to understand and use new technologies in a positive way.
- e-Safety is less about restriction and more about education about the risks as well as the benefits so we can feel confident online.
- e-Safety is concerned with supporting children and young people to develop safer online behaviours both in and out of school.

Guidelines

- The Band website will be managed in a way that promotes the best interest of Besses Boys' Band, and associated youth development activities.
- Social media will be used in a responsible way, promoting activities in a positive way
- No online resources should be used by individuals in a way that does not relate to Besses Boys' Band or associated youth development activities as a whole
- Nothing should be posted online that would not be appropriate for a child to see/hear
- Any references to individuals and organisations (BBB or other) will be respectful
- Use of humour towards an individual or organisation is strongly discouraged; sarcasm should never be used as the tone of online content is too easily miss-interpreted.
- All members, or parents of, reserve the right (via the GDPR form) to withdraw permission for Besses Boys' Band to use images/media.



E Safety & Social Media

It is recognised that the internet provides unique opportunities to promote the band including vacancies and performances using a wide variety of social media, such as Facebook, Twitter and You Tube. These guidelines aim to protect individuals within the band and to encourage them to take responsibility for what they write, exercise good judgment and common sense. Inappropriate use of social media can pose risks to the bands reputation, and can jeopardise compliance with legal obligations.

Band Websites and Social Media pages

It is important that you have permission prior to posting images of band members on official and websites and social media pages. This permission can be obtained through the membership form. Personal details such as phone numbers and email addresses should not be posted on the internet without the permission of the individual. It is important to consider the age range of band members when posting images, and comments on pages and ensure that these are appropriate and in keeping with the band ethos.

Individuals within the Band

It would be best practise for adult members of the band not to be social media friends with children, young people or vulnerable adults who are members of the band. This is particularly important with social media forms that allow individual private communication. These members can still communicate with each through social media in a group setting such as the band's social media page or website.

Any content which raises a safeguarding concern should be reported to the Band Welfare Officer using the procedure outlined in the band's safeguarding procedures.

7. Recruitment Policy

i. Playing members of Besses Boys' Band

Besses Boys Band has a reputation as a North West regional contesting band. To that end, the recruitment of suitable players, both in performance ability and character, is essential to the ongoing success of the band.

The Musical Director of Besses Boys' Band will be responsible for co-ordinating the appointment of new players to the band. He/she, from time-to-time, may liaise with the Band Manager and the Band Committee as well as principal performers from within the section where a vacancy arises.

Persons are appointed in line with the Equality policy, ensuring equal access for all and no discrimination takes place where decisions are made.

The primary factors in appointing a suitable person to the band are;

1. Performance ability
2. Availability to commit to the band schedule
3. Character attributes in order that they will represent Besses Boys' Band with the highest levels of professionalism and will work smoothly with the existing personnel
4. Prior experience in the role being appointed
5. Positive reference from another respected musician

Where there is more than one applicant who fits the suitable person factors, players may be invited for trial and/or solo audition.



ii. Adults working with BBTB and at other youth development activities

Besses Boys' Band recognises that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children.

The Band Committee of Besses Boys' Band will be responsible for ensuring that those members of Besses Boys' Band who are working with children have been DBS checked (it is standard practice that all members of Besses Boys' Band have the opportunity to obtain a DBS check free of charge in line with Brass Band England policy).

Reasonable checks will be carried out to ensure those who will be working and have direct involvement with children are of suitable character.

Persons are appointed in line with the Equality policy, ensuring equal access for all and no discrimination takes place where decisions are made.

Those involved in tutor/conductor roles should possess the necessary attributes to:

- Communicate effectively with children
- Uphold and model appropriate behaviour at all times when surrounded by children
- Be approachable to children who may want to ask advice in any number of areas
- Facilitate the learning and development of young musicians through a variety of different teaching and learning techniques
- Promote Besses Boys' Training Band activities to external individuals and organisations

Training – *Besses Boys' Band (and associated Training Band) are fortunate that a large proportion of its members are employed in the education sector and therefore receive regular, up to date, training in best teaching practices as well as Child Protection.*

iii. Volunteers

Any volunteers who wish to donate their time to Besses Boys' Band, or Besses Boys' Training Band activities, are most welcome. Besses Boys' Band recognises that such generosity is essential in the longevity of such projects and the success of the wider brass band community.

It is essential however, that volunteers are selected and adhere to the following guidelines:

- All volunteers will be welcomed and thanked for their contribution
- Volunteers are respected and valued members of our organisation
- Volunteer contributions are maximised by ensuring they are equipped with all the necessary information / support
- All volunteers will be of suitable character to work around children
- All volunteers will be aware of the individuals and appropriate contacts who they can approach for guidance / support at any time
- Rehearsal and performance venues are selected carefully to take account of Health and Safety for all persons taking part / working with Besses Boys' Band.
- Volunteers will respect the privacy, property and confidentiality of others
- Volunteers will not be susceptible to Child Protection issues and as such, will not be permitted to work alone with Children (without appropriate DBS clearance)

iv. Recruitment of playing members BBB/ BBTB

Besses Boys' Band is open to players who are considered a standard equivalent to the national contesting level of the band.

Applications are made to the Musical Director.



It is a requirement that all members complete the 'GDPR Form' annually (prior to the first rehearsal they attend of each academic year, for each year they remain in the band).

The Musical Director reserves the right to audition members in order to;

- Ascertain the most suitable part for each individual to play within the band
- Reward those individuals who make the most progress in their performance levels
- Ensure that the band has a fair balance of parts so that the overall sound is appropriately balanced
- Identify individuals who may require more support in order to play the repertoire chosen

It is not intended that the seating audition be used as an 'entry audition'; however, if individuals are identified who do not possess the ability on their instrument to fulfil the objects and powers of the organisation then it may be that a conversation about suitability for membership of the band is appropriate.

Besses Boys' Training Band is open to any player who wishes to be educated in musicianship.

Applications are made to the Training Band Musical Director or Besses Boys' Band Committee Members.

It is also a requirement that all members complete the 'GDPR Form' annually (prior to the first rehearsal they attend of each academic year, for each year they remain in the band).

There is no formal seating audition process for BBTB, although from time to time at the discretion of the Musical Director players may be invited to prepare a piece so that progress and appropriate seating can be monitored.

Membership to both bands is open to all, in line with the equality policy.

All playing members shall be bound by the rules as laid down.

8. Code of Conduct

As individuals of the band we agree to the following:

a) Member Commitment

- I acknowledge that accepting a position in the Besses Boys' Band organisation and/or taking part in other development activities of the band involves the commitment of significant amounts of time and energy.
- Wherever possible I will maintain punctual attendance at rehearsals and performances, private practice, helping to set up/down equipment etc.
- If I am unable to attend or expect to be late, 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 relevant band officer in person or by telephone/text as soon as possible.
- 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 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 management of the band in their roles and responsibilities of furthering 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 adhere to the band's Equal Opportunities Policy.

b) Members Conduct

- **All** Band members/participants 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/participants 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.
- Members/participants are expected to have their music parts available at all times for rehearsals and engagements. If, for any reason, a player cannot attend a rehearsal or engagement, he/she must ensure that the music is forwarded to the band, or left with the band in anticipation of their absence.
- Members of BBB/BBTB are expected to assist with the setting up and packing away of chairs, stands and equipment at rehearsals and engagements.
- Band members/participants should arrive at engagement venues by the time stated wearing the specified uniform.

c) Property Care

- Besses Boys' Band members are expected to keep their uniform clean, maintained and secure.
- Members/participants are expected to keep music parts in good order and tidy within the rehearsal and engagement folders.
- Members/participants and their parents will respect all kinds of incorporeal property (such as trademarks and copyright).

d) Personal Appearance

BBB/BBTB members will follow the band's dress code and personal appearance guidelines when performing.

Wherever representing the band in public, members/participants should present themselves in a manner that matches the smartness of the uniform.

e) Conflicts of interest

BBB/BBTB members and participants may be a member of other organisations. Besses Boys' Band Band aims to supplement this and encourage this, however...

- Members/participants will declare any conflicts of interest should they arise.
- Members/participants will act in the best interests of Besses Boys' Band as a whole and not as a representative of any other group whilst taking part in our activities.

**f) Confidentiality**

Members/participants 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.

g) Breaching the Code of Conduct

In the event of a member of Besses Boys' Band/ BBTB or a participant in other activities does not adhere to this code of conduct, or of any other band policy, Besses Boys' 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 management to gain the necessary information relating to the breach. A meeting will then take place between Besses Boys' Band management committee and the individual involved in the breach of practice. During this meeting, the individual 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 management will then consider any sanctions that are required to further protect the integrity of the band and band members. The individual involved has the right to appeal a management decision. This appeal should be made in writing to the management within 14 days of being informed of the outcome of the investigation.

The management will only remove individuals from BBB/BBTB/other activities 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 individual 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.

h) Disciplinary actions

The band may have to take disciplinary action against players 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.

Code of Conduct Adopted/Reviewed

Signed by (Print):

Signed by (Signature):

Date: 19/09/2022



9. Band Rules

1. All members shall familiarize themselves with the rules and notices concerning the band and observe the same.
2. No members of the band shall have ownership of any equipment belonging to the band. Upon leaving the band the member must return all property in a condition to satisfy the committee.
3. All members of the band shall abide by the committee decisions with regards to discipline.
4. It shall be the member's responsibility to notify band sergeant of his/her inability to attend an engagement or rehearsal giving as much notice as is possible.

Recommended Notice Periods

- 2 Weeks – Rehearsal
 - 4 Weeks – Concert
 - 8 Weeks – Contest
5. Members shall be responsible for all music issued to them and answerable to the Librarian for loss or damage of such music.
 6. No member of the band shall play with any other band when his or her presence is required at rehearsal or any other engagement without the prior consent of the Musical Director. Any intentions to play with any other organisation must be given to the Musical Director prior to the rehearsal or engagement.
 7. Mobile phones should be set to silent/ vibrate in the bandroom. If you are expecting an important call please inform the Musical Director before rehearsal starts and take the call in private.

10. Member Expectations.

General

- A "Can do" attitude to be adopted at all times
- No mobile phone use in rehearsals
- Members are expected to practice their parts outside of rehearsal time
- Attendance is mandatory for rehearsals and events – absence only when unavoidable.
- Good time keeping. (Please aim to be at rehearsal 15 minutes prior to setup) Band starts – Baton down at 19:30
- Band members shall be responsible for the safety and care of the instruments in which they loan in accordance with the terms and conditions of the Instrument Agreement

Concerts

- Attend in full uniform or as advised
- Dress jackets only to be worn on stage
- If absent please aim to provide your own deputy or contact the band sergeant to arrange cover. Where possible, members should actively find their own dep and/or liaise with the band sergeant to find a suitable replacement. Deps should not be booked without consent from the band sergeant and/or Musical Director.
- Absence must be notified to the Band Sergeant as soon as possible



- Professional attitude to be shown at all times
- All members are expected to help with the transportation of equipment, setting up and dismantling at concerts and events

Contests

- Rehearsals the week before a contest will always be Monday, Tuesday, Wednesday, Thursday, and Friday. It is expected that members keep these dates free
- The MD will advise any further rehearsals with plenty of notice
- Members should familiarize themselves with their parts and practice to ensure that they are at a satisfactory standard 2 weeks prior to the contest. Members should contact the Musical Director if they have any difficulties with their part so that sectionals can be scheduled.

11. Uniform Policy

Band Uniform is worn for all engagements unless explicitly notified otherwise.

Band Members are expected to dress smartly and adhere strictly to the Band Uniform on all engagements. The form of dress for each engagement will be indicated on the appropriate job sheet and communicated at rehearsals by the band sergeant prior to events.

a) Besses Boys' Band Members

All members of Besses Boys' Band will be issued the following:

- Branded soft-shell 'walking out' jacket
- Tailored stage jacket
- Black bow tie
- Branded straight tie.
- Branded Polo Shirt

Full stage Uniform consists of:

- Tailored stage jacket
- White long sleeve shirt
- Black bow tie
- Black tailored trousers (not jeans) or black knee-length skirt
- Black socks or neutral tights
- Black shoes (not trainers)

'Walking out' Uniform consists of:

- Branded soft-shell 'walking out' jacket
- White long sleeve shirt
- Branded straight tie
- Black tailored trousers (not jeans) or black knee-length skirt
- Black socks or neutral tights
- Black shoes (not trainers)

Members are expected to maintain and keep clean their Uniform

b) Besses Boys' Band Members

All members of Besses Boys' Training Band will be issued the following:

- Tailored waistcoat
- Black bow tie
- Branded straight tie

Full stage Uniform consists of:



- Tailored waistcoat
- White long sleeve shirt
- Black bow tie
- Black tailored trousers (not jeans) or black knee-length skirt
- Black socks or neutral tights
- Black shoes (not trainers)

'Walking out' Uniform consists of:

- White long sleeve shirt
- Branded straight tie
- Black tailored trousers (not jeans) or black knee-length skirt
- Black socks or neutral tights
- Black shoes (not trainers)

Members are expected to maintain and keep clean their Uniform

Stage jackets and waistcoats should be handled with care and stored properly on clothes hangers inside a suit cover.

Band members may arrange professional dry cleaning of stage jackets and waistcoats at their own expense.

The committee may, from time to time, request that issued items of uniform are returned to the band temporarily to allow other musicians to be equipped in the absence of that member from any band engagement. Such requests will be made in advance of the engagement allowing the band member sufficient time to organise the items return.

12. Membership Subscriptions

Subscription payments are hugely important to the charity and help to keep the organisation going. The charity is totally self-funded and therefore relies on regular contributions from Members to help pay for everything – rent, bill's, equipment, uniforms, repairs, music, entrance fees etc.

1. **Boys' Band Subs** - £3.46 per week £15.00 per calendar month (SO)
2. **Training Band Subs** - £2.77 per week £12.00 per calendar month
3. Every band member pay subs
4. Subs are paid 52 weeks regardless of attendance / holidays etc.
5. Band members currently playing in both bands pay only **Boys' Band Subs**

We would like everyone to pay by standing order so can you please arrange to pay the appropriate amount by standing order to the account below:

6. Standing order payments are made to:

Bank: **Barclays Bank**
 Account Name: **Besses Boys Band**
 Sort Code: **20-16-08**
 Account Number: **10199958**
 Reference: **(Band Member's Name)**



13. Musical Instrument Agreement

Besses Boys' Band may loan musical instruments to charity members. Instruments are issued to enable players to learn and enjoy playing music that our organisation promotes.

This agreement dated [DATE] is between _____ (Member) and Besses Boys' Band. By completing this form the member agrees to use the instrument detailed in this agreement under the following terms and conditions.

CONTACT DETAILS	
NAME:	
ADDRESS:	
POST CODE:	E-MAIL:
HOME PHONE:	MOBILE PHONE:

INSTRUMENT DETAILS (<i>*Please tick where appropriate</i>)	
MAKE:	MODEL:
MODEL NUMBER:	SERIAL NUMBER: 0
CASE: <input type="checkbox"/> YES <input type="checkbox"/> NO	MOUTH PIECE: / <input type="checkbox"/> YES <input type="checkbox"/> NO
CONDITION: <input type="checkbox"/> NEW <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> POOR	

NOTES:

I AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

1. This instrument has been received in good working condition, receipt of which is hereby acknowledged.
2. I agree to be responsible for the safety and care of the instrument detailed above during the entire time this agreement is in effect.
3. I will maintain the current condition of this instrument and ensure that it is in good care at all times. I will follow the manufacturers advised maintenance and cleaning routines.
4. Upon return of this instrument, I will ensure that it is in the same condition as I received it. Besses Boys' Band reserve the right to incur a cost for the fulfilment of this condition in such circumstance.
5. Any damage caused to this instrument will be reviewed by Besses Boys' Band. Instruments will be assessed on a case by case basis and any payment or Part payment in the fulfilment of the condition may be requested from the member and / or Parent / Guardian.
6. This instrument is insured for accidental damage, however there is an excess charge of £100. If a claim is needed as a result of loss or damage Besses Boys' Band reserve the right to request a payment to cover this cost in such circumstance.
7. If the instrument sustains damage I will NOT attempt to repair the instrument myself without consulting the equipment manager, all repairs are to be carried out by a competent professional person/s and I am to notify the equipment manager before sending the instrument for repair.



8. The instrument is for the personal use of the above named band member and it will not be lent to anyone, nor will anyone use it except at the discretion of Besses Boys' Band.
9. If I should leave the band, I will return this instrument in good condition, cleaned and with all accessories, along with any other loaned items in my possession to the equipment manager on the last engagement.

I HAVE READ, UNDERSTOOD, AND AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT AS EVIDENCE BY MY SIGNATURE I ACKNOWLEDGE RECEIPT OF A COPY OF THIS AGREEMENT.

PRINT _____ SIGNATURE _____
 (Parent or guardian if under 18)

DATE _____

14. Whistle Blowing Procedure

Aims and purpose of this procedure

The aim of this procedure is to provide a clear and transparent way for all members of the band to raise genuine concerns about acts of wrongdoing or malpractice within the organisation. It also aims to ensure that any concerns are dealt with effectively and in a timely fashion.

This procedure provides the Band Committee and specifically the Chair and Welfare Officer with steps to deal with allegations, ensuring that members and volunteers are not penalised for raising genuine concerns, even if those concerns prove to be unfounded. It also provides the means for taking disciplinary action against anyone who is found to have raised false concerns with malicious intent.

The procedure does not apply to child protection concerns or allegations about a member of staff or volunteer. Concerns or allegations of this nature should be dealt with by following the Child Protection Policy.

a) What to do if you wish to raise a concern about malpractice

Speak to the Band Chair or Safeguarding Officer. If your concern relates to one of these officers, then it may be necessary for another committee member to also be involved to support the officer you have spoken to.

The officer you have approached should arrange to meet with you as soon as possible to discuss your concern. This meeting can take place away from the band room if necessary. You will be told at the meeting, or as soon as possible afterwards, what action will be taken to address your concern. It may not be possible to tell you the full details of the outcome, as this could relate to confidential third party information. If no action is to be taken in relation to your concern, you will also be informed of this fact and given the reasons why.

- If you do not want the person you have concerns about to know your identity, you should make this clear to the officer dealing with your concern at the earliest opportunity. Every effort will be made to respect your wishes, but it cannot be guaranteed that your identity will not be disclosed. If this is the case, you will be informed and any issues you may have about this will be discussed with you.
- If you need support in raising your concern, you may bring another member or volunteer with you, however consideration should be taken to respect the confidentiality of the concern.



b) What to do if someone raises a concern with you about malpractice

If someone tells you they are concerned about the actions of another member or volunteer, you should arrange to meet him/her as soon as possible. If you are not the person responsible for dealing with these matters, you should establish why he/she has chosen to discuss the concern with you. You should then suggest that the person speaks to that officer and offer to support them to do this. You should not, however, refuse to hear what the person has to say. You should approach the situation sensitively, recognising the discomfort that the person may feel. Offer to meet him/her away from the band room if he/she wishes, but ensure you are protected and not alone if this person is under 18. You should also remind the person with the concern about other sources of support available to him/her. Some are listed at the end of this document. If the person reporting the concern wants his/her identity to be kept confidential, you should explain that this will be done if possible, but that it may not be achievable. Make notes of your discussions with the individual, and check the accuracy of your notes with him/her.

Deciding what action to take

Once you have established the nature of the concern, it may be of a relatively minor nature and you may decide to resolve it informally. If the concern appears more serious, you must consider first whether any immediate action is needed to protect children or a vulnerable adult. If so, you should check the child protection procedures to consider what action to take. You should also consider whether there is a need to involve the police and/or other statutory services e.g. health. If so, you should contact the Welfare Officer (if this is not you) to discuss the matter further.

If you are not the person responsible for dealing with concerns i.e. Chair, Welfare Officer or other appointed committee member, you should refer the matter to the appropriate officer, who will decide what action to take.

Conducting an investigation

Unless the matter is relatively minor and can be dealt with informally, the responsible officer should arrange for an investigation to be completed as swiftly as possible. The investigation should also be demonstrably thorough and impartial.

The scope of the investigation will be determined by the nature of the concern. Witnesses may need to be consulted and records may need to be scrutinised. It is also possible that advice may be needed from someone with specialist knowledge in the area of concern.

Once the investigation is completed, a report should be produced summarising the nature of the concern, the investigation process and the outcome, including specific recommendations. Take measures to preserve the anonymity of the person who raised the concern, if this has been his/her wish. If the concerns are not upheld, this should also be made clear.

If the concern is upheld and the person at the centre of it is found to have been culpable or remiss in some way, the report's recommendations should be carried out using a clear plan of action. The plan may include the use of disciplinary action, training, coaching, counselling, the implementation of new policies or procedures, or a referral to the Independent Safeguarding Authority.

If it becomes apparent during the course of the investigation that a criminal offence may have been committed, the police should be informed. Your own investigation may have to be suspended on police advice, if they decide that they need to become involved.

The person who raised the concern should be informed of the outcome, but not the details of any disciplinary action. It may be appropriate for the person who raised the concern to be offered support or counselling.



If the concern is unfounded and the person who raised it is found, through the process of investigation, to have acted maliciously or out of a desire for personal gain, it may be appropriate to consider disciplinary action against him/her.

Recording the concerns

The responsible officer should make accurate notes of each stage of the process, including the discussions during meetings, regardless of whether the concern is dealt with formally or informally.

Copies of these notes should be given to the person who is the subject of the concern. The person who raised the concern should also be given copies of notes from his/her discussion. Notes made during the investigation and the report of the investigation, together with any notes relating to the outcome, should be kept securely and compliant with data protection. If it was requested, these notes should not reveal the identity of the person who reported the concerns.

Information and Support

Dealing with an issue such as this may require external support. This could be gained through Brass Band England, the NSPCC, a Local Authority Designated Officer for safeguarding, or Citizens Advice.

15. Health and Safety

We are committed to reviewing our policy and good practice every year.

The Health and Safety at Work Act 1974 is the main piece of legislation governing Health and Safety at work. It places a duty on employers to ensure the general health and safety of their employees as well as volunteers and members of the public using services provided by the employer.

Whilst Brass Bands may not be seen as employers, they are still considered to have a “duty of care”, under civil law, to those who work as volunteers and those who use their services. It is therefore necessary to consider these guidelines and adapt these considerations to your Band environment where practical.

- It is recommended that bands should have an appointed person with responsibility for health and safety issues.

Besses Boys' Band rents the rehearsal room, so responsibility for the safety of the building and its contents lies with the owner. The storage and use of our equipment remains our responsibility however.

- All venues will be selected carefully to ensure that they satisfy Health and Safety requirements for a rehearsal and/or performance for Band members, tutors/conductors and parents/audience members
- Any venues which are not already approved for use in an educational setting will undergo a risk assessment before use is approved for a Besses Boys' Training Band event.

We have completed Risk Assessments in regard to our use of the building, our equipment and concerts both outside and inside. We have copies of the Risk Assessments for all venues.



Electricity in the rehearsal space and concert spaces

Besses Boys' Band has no ownership of electrical equipment and as such none is not covered in our inventory. Should the need arise to purchase electrical equipment the band will be subject to annual PAT testing. Electrical equipment used but not owned by the band will be visually checked for defects or loose wires. We will minimise the use of multiple adaptors and use them according to manufacturer's instructions. Any trailing leads will be covered to minimise the risks of trips or falls. Equipment not being used will be switched off.

Control of Substances Hazardous to Health

Any chemicals used by Besses Boys' Band will be stored, used and disposed of appropriately. If needed they will be locked away as appropriate.

First Aid arrangements

There is a First Aid kit available in the storage area and kitchen area of the rehearsal space. Accident reporting forms are available on the social members page, accessible all players and committee members- a copy must be printed off and given to the person who had the accident, a copy is kept securely by the band.

Manual Handling

Band members should be made aware of the dangers of lifting heavy objects and the associated injuries. Besses Boys' Band has completed Risk Assessments to include measures taken to reduce the risk of injury. These measures include:

- Ensuring equipment is stored in a suitable bag, box or container that is fit for purpose. These should not be overfilled.
- Consider the minimum number of people required to move particular heavy objects (such as Timpani)
- Using trolleys, barrows or carrying straps where necessary.

Typical potential hazards that have been identified are:

- Carrying instruments
- Carrying chairs and tables
- Moving PA equipment where necessary
- Loading vehicles for concerts and events

Accompanying Children to Hospital

- Ideally if the situation is not an emergency, then the parent/carer should be contacted in order to take the child to hospital.
- In an emergency call 999 and ask for an ambulance or a paramedic. In this situation, every effort must be made to accompany a child to hospital, in the ambulance.
- Where possible the main leader should try to remain with the group and allow another responsible adult, preferably a member who has a DBS check, to accompany a child to hospital.
- It would not be good practice for a band member to use their own vehicle to take a child to hospital. However, in extreme circumstances (such as the emergency vehicle being delayed) the child's medical status must come first. In unlikely event of this occurring it would be best practice for 2 adults to travel with the child.)

Fire Safety / Emergency procedures

- Access to a telephone is essential at all times, in case of emergency. The band committee members are equipped with mobile phones.



- The band will ensure that each rehearsal space and concert venue has a risk assessment in place which considers high risk areas and the storage of combustible material and what measures are in place (i.e. Fire Blankets / Extinguishers)
- The band will ensure that venues have an evacuation procedure considering emergency exits, assembly points and provision for vulnerable members is included in their venue risk assessment, however if a member requires specific assistance in an emergency an individual risk assessment will be written.

Public Liability Insurance

All bands must be covered by Public Liability Insurance. A copy of the certificate is kept by the Treasurer (Ex Officio) Trustee.

A copy of Besses Boys' Band's public liability insurance certificate will be available from the charity on request.

16. Key Holder Policy

a) Introduction

Selected staff and volunteers of the charity will receive keys to the rehearsal premises. These recipients are entrusted with keys to the rehearsal premises to carry out the charities objectives and are the nominated persons to ensure equipment and assets are stored securely in accordance with the charities insurance policy.

Because possession of a key gives authorized persons unfettered access to the rehearsal facility and other areas of the premises, all parties in possession of a key must only access and use equipment within the premises, belonging to or relevant to, the charity and its activities.

b) Criteria for selecting a key-holder

The Committee shall propose volunteers and staff as key holder/s for the approval of trustees.

Key-holders have an important duty to perform, and their selection is a matter of considerable responsibility. Whoever is appointed, it is vital that the Trustees are immediately notified of any changes to key-holders and/or contact details.

In choosing a key-holder there are certain factors that need to be considered, as outlined below.

Key-holders should:

- Be willing and able to undertake the task responsibly
- Be adequate in number (ideally at least four should be appointed)
- Be chosen for their proximity to the premises
- Be able to access all parts of the rehearsal premises, including the charities storage space
- Be appropriately trained to access the premises including;
 - Opening the main door, fire door and the internal and external storeroom doors
- Possess/be provided with:
 - Other key-holders contact details.
 - Landlord's contact details



c) Criteria for selecting a key-holder

The following key-holder policy must be followed by anyone who is an authorized key holder:

- All authorised persons will be required to sign a copy of this policy before they will be issues with keys or codes in connection with locked premises access.
- Only authorised persons are allowed to be in possession of a key(s) or lock codes to the rehearsal facility.
- The key holder must, before leaving the premises, ensure that the premises are physically secure, that the storeroom lock is fastened and that windows and doors, including external doors and fire doors are locked, unless some other responsible person remains on the premises.
- Authorised persons may give his or her key or alarm code to an unauthorised user only with express permission from the Trustees.
- Unauthorised duplication of a key is strictly prohibited. No person may duplicate a key or request the duplication of a key without consent from the Trustees.
- Lost or stolen keys must be reported to the Chair immediately. A lost key may require the Committee to notify the landlord if it is agreed that there is a security risk to the premises.
- Key holders agree to refrain from compromising the security of the rehearsal premises.
- Authorised persons must return to the Chair immediately upon request all keys assigned to them or that are in their possession or control in the event of their termination from the charity or resignation.
- The Committee, or their delegated nominee must keep a log of all authorised key-holders.

Prior to key-holders securing the premises on exit, key-holders should ensure that:

- All lights and electrical equipment are switched off.
- All doors and windows are closed and securely locked.
- There are no staff, volunteers or charity members remaining in the premises
- An emergency exist route is maintained in the storeroom so that there is an unobstructed passage, free from equipment to the fire exit in order to ensure that we do not compromise the landlord's insurance policy.
- keys are removed from windows and doors so not to compromise the charity's insurance policy.

By receiving a key the key-holder agrees that they have read and understood the key-holding policy. Key-holders further agree to the terms and conditions set forth in this policy.

The key-holder policy is evaluated and reviewed annually by the Trustees.



17. Risk Evaluation

Applies to Brass Band Rehearsals, Contests and Performances

This risk assessment template is designed to cover many different scenarios and risk mitigations in running brass band activity in a way that ensures that the activity can be carried out in line with Health and Safety legislation.

Band name	Person undertaking assessment	Date of assessment	Date of next review
Besses Boys' Band	Besses Boys' Band Committee	01/06/2022	01/06/2023

Hazards Identified	Person/s at Risk	Risk level	Measures required to control the risk
Injuries from carrying heavy/large equipment to/from venue. Injuries from moving and handling equipment or dangerously stored equipment	Band members carrying equipment. Members of public	Medium	Use appropriate strategies for moving and handling heavy and large equipment e.g. assistance from a second person. Appropriate equipment such as trolleys and wheeled cases to be used to move equipment safely where possible. Band members to ensure stored equipment is adequately and safely stowed in cupboards and vehicles etc. to eliminate risk of equipment shifting unexpectedly and causing injury and to facilitate safe access to stowed equipment.
Traffic/crossing roads on way to/from venue. Traffic in car parks	Band members crossing roads/car parks whilst carrying large equipment which may impair visibility. Vulnerable band members i.e. elderly or under 18s.	Medium	All band members to be mindful of road safety and to be aware of limited visibility when carrying large equipment over roads to/from venues and in poor visibility such as engagements at night and in low light conditions. Under 18s to be supervised appropriately around roads/car parks or other areas where traffic may cause a hazard.
Winter weather conditions	Band members particularly elderly, vulnerable or under 18s	Medium	All band members to be mindful of the potential dangers of ice and snow whilst travelling to/from engagements. Any band member that discovers a hazard such as ice trip/slip hazard must notify all other band members in that area.
Inclement weather on outdoor engagements	Band members particularly elderly, vulnerable or under 18s	Medium	All band members to ensure that they come prepared for any inclement weather conditions such as sun lotion, sun hat in hot conditions or coat, hat, gloves for cold weather. In cases of extreme weather forecast, the Chairman/committee must decide if an engagement is to go ahead and ensure all band members are notified of the decision in good time.
Injuries from manual handling of	Band members, particularly	Low	Move chairs in a sensible manner and a reasonable number at a time, using a



chairs/stacking of chairs	elderly/vulnerable band members		wheeled trolley where appropriate. Stack chairs no more than 4 high or as appropriate to the venue.
Trip hazards such as music stand legs, equipment cases	Band members and members of the public	Low	Stands to be erected properly and placed appropriately to allow safe walkway for band members. Equipment cases to be securely and safely stowed away maintaining clear walkways/fire exits.
Loud noise	Band members, conductor, members of the public	Low	Band members to be arranged an appropriate distance from other instruments as per approved band formation/layout. Audience to be positioned in an appropriate distance away from the band.
Stranger danger/safeguarding vulnerable band members.	Band members, particularly under 18s and vulnerable adults	Low	Vulnerable band members to be appropriately supervised as per the bands safeguarding policy. All band members to adhere to the bands safeguarding policy.
Sudden/serious illness such as heart attacks, stroke, severe reactions to bee stings etc.	Band members, particularly elderly/vulnerable band members. Elderly/vulnerable members of the public	Low	A mobile phone must be available to contact emergency services, parents, carers or family of members.
Slips and trips when climbing stairs/steps to bandstand/stage areas	Band members with limited visibility due to instruments/music obscuring vision. Band members with limited mobility/elderly	Medium	Band members to hold onto handrails where possible and avoid carrying large/heavy equipment upstairs without assistance.
Fire at venue. Emergency evacuation situation	Band members and members of the public	Low	Band members to take reasonable precautions to prevent sources of ignition i.e. not covering heaters with equipment, extinguishing any cigarettes appropriately. Band members to take note of fire exits and emergency evacuation procedures. Vulnerable band members such as under 18s and the elderly or infirm may need supervision/assistance in the event of an evacuation. In the event of an emergency situation all personnel to be accounted for. At no time should band members risk their lives: evacuate immediately and call the emergency services.
Security of money, valuables and instruments	Band members	Low	All band members to be aware that any money or valuables and instruments are stored securely. No instruments to be left unattended.
Band storeroom/library	Band members	Low	All band members to be aware of potential hazards such as steep staircase, high shelving and equipment on floor.



18. Brass Instrument Cleaning Guidance

Exclusively for Cornet, Trombone, Tenor Horn, Baritone/Euphonium and Tuba

CAUTION: Never use hot or boiling water to wash instruments. Avoid harsh chemicals. Warm water and a mild soap/detergent are recommended.

Suggested Supplies

- Warm water
- Mild soap detergent (dish washing liquid works great)
- Valve oil (valve instruments only)
- Tuning slide grease or Vaseline
- Slide Cream/oil (lubricant for trombone only)
- Flexible cleaning brush (long snake-like wire with brushes on end)
- Valve Casing brush (short brush, wide bristles- valve instruments only)
- Lint free cloth/towel
- Mouthpiece brush (optional)

Process

1. Take instrument apart

Lay out a towel to place tuning slides, caps and valves upon.

Position parts on towel carefully in a way that will remind you where to put them back when you are done (especially valves). Always depress valves when removing slides from instrument to avoid air pressure build up, which can fatigue metal. Removing valves first can simplify the process.

Carefully remove all slides, clamps and valves. Handle with care — one dent can result in costly repairs. If a slide or cap is frozen in place, **DO NOT FORCE**. Consult the band equipment manager who will offer advice and, if appropriate, take to a qualified repair shop for removal. Remember: Brass is thin and easy to dent/bend.

2. Wash instrument/pieces

Submerge the instrument in warm soapy water. A large sink, basin or even a bathtub works well. It may be suitable to place the instrument on a towel when inside the bathtub to prevent scratching of the acrylic surface. While under water, instrument may be cleaned out with a long flexible cleaning brush. Be sure to rinse well before reassembling. Individually clean each slide, cap and valve in warm soapy water. Use brush if available.

Caution: Take special care with valves, they are very fragile. Be careful not to dent or scratch surface or edges. Rinse well. Valves maybe disassembled but it is NOT RECOMMENDED (unless under supervision). If taken apart, give careful attention to position of felts/corks. The cork rings are brittle — handle with care. New felts and corks are available to purchase from most instrument supplies at low cost. Remember, the valve itself is far easier to take apart than it is to put back together.

3. Dry instruments and parts

Use care to dry each part individually using lint free towel or cloth.

Valves in particular must be cleaned with lint free materials and checked for lint or dust before placing back into instrument

Do not be concerned about residual moisture left in slides; it can be blown out of water key (spit valve) after assembly.



4. Lubricate and reassemble

Put SLIDE GREASE or Vaseline on tuning slides. Completely coat the part that is inserted. Failure to use grease will result in frozen/stuck slides.

Slide grease can also be used on the screw-on caps to keep them from getting stuck. Put Valve Oil on valves before placing in horn. NEVER use slide grease or Vaseline on valves. Valve oil prevents corrosion of the inside of your instrument. Be sure to keep valves oiled regularly. Once a week remove valves and rinse with water to keep them from sticking. Remember to oil. Be sure to depress valves when inserting tuning slides or replace slides before putting the valves in.

5. Wash Mouthpiece

The mouthpiece should be washed more often than the instrument. Mouthpiece brushes are available but not necessary if mouthpiece is cleaned regularly.

The mouthpiece is the only part of the instrument that can and should be boiled. Boil for a few minutes at least twice a year to keep sterile and germ free. Also boil mouthpiece after a cold/flu.

BARITONE/EUPHONIUM. TUBA. TENOR HORN

Same as Cornet. Extra care is required in handling of instrument due to size and weight. Can be washed in bathtub or shower. Watch out for water build-up in coils of tubing. A circular rotation on its horizontal axis will help purge the water.

TROMBONE

Same as Cornet only disregard parts pertaining to valves.

Remember to remove/clean tuning slide as well as main slide.

The inside part of the main slide must be kept clean, polished, lubricated and free of any foreign particles. Handle with care being particularly careful not to scratch, dent or bend inner slide.

Use Tuning Slide Grease on tuning slide (the part to the left of your head when playing).

Use Slide Cream (or even valve oil) on the main slide. Once slide cream is applied, a water spray bottle may be used to keep slide lubricated while playing. With the use of a spray bottle, slide cream needs to be applied only once a week.

TIPS FOR ALL BRASS INSTRUMENTS

Lubricate daily using only store bought oils and lubricants intended for your instrument.

Keep mouthpiece clean weekly.

If the water is too hot to touch, it is too hot for your instrument.

If it won't move — **DO NOT FORCE IT**. Do not try to fix it yourself, contact the band equipment manager for advice.

Always handle with care

A note about brass; It is a metal alloy subject to corrosion. The outside of the instrument is often lacquered (a plastic coating similar to shellac) to protect the surface and can be damaged by excess heat or abrasive materials. The inside is raw brass. Unless silverplated, do not try to polish. It is normal for a greenish substance to come from inside the instrument.

Regular cleaning/maintenance will reduce corrosion.



19. Review Schedule

Document	Date Written	Last Review Date	Date of Next Review
Safeguarding Policy	01/06/18	01/06/22	01/06/23
Equality Policy	01/06/22	01/06/22	01/06/23
Anti-Bullying Policy	01/06/22	01/06/22	01/06/23
GDPR Policy	28/05/18	01/06/22	01/06/23
Online Safety Policy	01/06/22	01/06/22	01/06/23
Recruitment Policy	19/09/22	19/09/22	01/06/23
Code of Conduct	19/09/22	19/09/22	01/06/23
Band Rules	01/06/18	19/09/22	01/06/23
Member Expectations	01/06/18	19/09/22	01/06/23
Uniform Policy	19/09/22	19/09/22	01/06/23
Membership Subscriptions	01/06/18	19/09/22	01/06/23
Musical Instrument Agreement	01/06/18	19/09/22	01/06/23
Whistle Blowing Procedure	01/06/18	01/06/22	01/06/23
Health and Safety	19/09/22	01/06/22	01/06/23
Key Holder Policy	19/09/22	19/09/22	01/06/23
Risk Evaluation	01/06/22	01/06/22	01/06/23
Brass Instrument Cleaning Guidance	19/09/22	19/09/22	01/06/23

This Policies and Procedures Handbook was originally approved and adopted at a meeting of the Besses Boys' Band Trustees attended by 67% of its Trustees held on the twenty third day of October, 2022.

Signed.....

David Fox

Signed.....

Leslie Fielding