

north Berwick



pipe Band

Scottish Charitable Unincorporated Association No. SC000499

**CODE of CONDUCT, RULES and GOOD PRACTICE
FOR PLAYING MEMBERS**

CODE of CONDUCT, RULES and GOOD PRACTICE

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Generally

The Band has a high expectation of its members and the way in which they should conduct themselves in undertaking their duties in the Band. You must meet those expectations by ensuring that your conduct is above reproach.

Some of the items are already covered in the Band's Constitution and By-laws and some items expand of the requirements therein. This Code should therefore be read in conjunction with the current Constitution and By-laws of the Band.

The purpose of this code is to set the standards members should adhere to maintain the quality and reputation of the Band. This will also have particular reference to Safeguarding issues and the Code should be read in conjunction with the current Safeguarding Policies of the Band.

Where the term "children" is used in this document it should also be taken to also include "Protected Adults" as described in the current Safeguarding Policies of the Band.

1.0 Rules Governing Playing Members

1.1 Instruments

- 1.1.1 All members are responsible for the safety and maintenance of band equipment and will be expected to keep them in good order at all times. Members may be held responsible for the cost of lost or damaged equipment.
- 1.1.2 Drums remain the property of the Band and must be returned upon request by the Leading Drummer, Drum Major or Pipe Major. They must be used only for Band activities, unless the express prior permission of the Leading Drummer or Pipe Major has been obtained.
- 1.1.3 Bagpipes will normally be issued on a loan basis for new pipers. This loan will be free of charge while the playing member is under the age of 18. Playing members over the age of 18 will be required to pay an annual hire charge at the level set out at the Annual General Meeting of the Band.

1.2 Uniforms

- 1.2.1 Playing Members will be issued with a uniform, as agreed by the Committee, but only once deemed ready to perform in public by the Pipe Major and / or Leading Drummer. Shoes are not normally provided. Hose will be sourced by the Quartermaster and sold to Playing Members at cost.
- 1.2.2 The Quartermaster will arrange for the supply of uniform to Members and will request signed acknowledgement of all items supplied to that Member. With agreement from the Pipe Major and te Committee, the Quartermaster may request the return of uniforms for whatever reason and Members must oblige within 14 days.

- 1.2.3 On returning kilts to the Band, whether upon leaving, in exchange for a replacement kilt, or for any alterations, Members are expected to have the kilt dry-cleaned immediately prior to returning to the Quartermaster.
- 1.2.4 Members are expected to maintain all uniform and equipment in smart order and appearance. Members may be held responsible for the cost of lost or damaged equipment.

1.3 Band Practice

- 1.3.1 Playing Members are expected to attend weekly practice on a regular basis, although the definition of “regular” is at the discretion of the Pipe Major and Leading Drummer.
- 1.3.2 Practice nights are led by the Pipe Major, who can delegate teaching and leadership to other Band Officers, or any other Playing Member, or external assistant as deemed appropriate.
- 1.3.3 Adults who assist in the teaching of Junior Members regularly will be required to adhere to the Band’s Child Protection Policy and obtain registration with Disclosure Scotland.

1.4 Band Discipline, Engagements and Competitions

- 1.4.1 Band engagements will be decided upon and organised by the Committee. Members are expected to confirm their availability, or otherwise, to the Pipe Major or Leading Drummer as soon as possible.
- 1.4.2 The Pipe Major has ultimate responsibility for Band discipline at performances, engagements and competitions. In the Pipe Major’s absence, this will be delegated to the Pipe Sergeant, or another Band Officer, if required. Where the behaviour of an individual is deemed to be unacceptable, the Band Officers are duty bound to report such behaviour to the Management Committee, which will then be dealt with in accordance with the Band’s Complaints Procedure. The Pipe Major has discretion to suspend that member, pending referral to the Committee. Suspended Members may not participate in any Band activities during their period of suspension.
- 1.4.3 Where individuals are referred to the Management Committee for behavioural and disciplinary reasons the Band’s Complaints Procedure will come into effect. It may be more appropriate to assemble a Disciplinary Committee. This will comprise the President, Pipe Major and / or Pipe Sergeant, Leading Drummer, Safeguarding Co-ordinator where the individual is under the age of 18, and one other Band Committee member. The Disciplinary Committee will meet as appropriate and make recommendations to the Management Committee on any action deemed appropriate. This may include expulsion, but the Member will have the right to have their case heard, as outlined in the Constitution.

- 1.4.4 Should the Band decide to enter competitions, members may choose not to compete as this is entirely optional, and their decision will have no effect on their membership or treatment as a member of the Band.
- 1.4.5 Unless otherwise directed by the Pipe Major, members will attend engagements in full uniform. Members will maintain uniforms in good repair and of neat and clean appearance. The Pipe Major and / or Quartermaster reserve the right to inspect uniforms and request any defects to be attended to by the Member.
- 1.4.6 In compliance with By-law 10.7 of the Band's Constitutional documents, where members receive payment for playing at private events which are booked via the Band, 10% of any fee received should be paid to the Band's Treasurer, to part compensate for use of band equipment.
- 1.4.7 For clarification the following has been extracted from the current Band By-laws:
- 10.2 All Playing Members shall endeavour to be present at each rehearsal night and Band engagement.
- 10.3 Playing Members when on parade shall be under the jurisdiction of the Pipe Major and Leading Drummer.
- 10.4 For the avoidance of doubt members are considered to be on parade when collected together for any Band function except AGM, SGM or Band Committee Meetings.
- 10.5 The Drum Major, when on parade, shall be in charge of Drill, Discipline, Dress, Deportment and calling the Band together for Parade. Once assembled, the Drum Major will hand over command of the Band to the Pipe Major with respect to musical content, duration and location of play. The Drum Major under the direction of the Pipe Major will command regarding Drill, Discipline, Dress and Deportment.
- 10.6 The Pipe Major and/or Drum Major and/or Leading Drummer and/or Safeguarding Coordinator shall be duty bound to report all serious misconduct of members on parade to the Committee. These Band officials by agreement between them will decide training needs or actions to be taken for misconduct which they agree does not merit consideration of the member's dismissal. Where they do agree it does merit consideration of dismissal they will carry out an interview detailing the misconduct, minute it and forward it to the Committee via the Secretary together with their recommendation. In the event of misconduct by any of these officials the President will take action to bring it to the Committee.
- 10.7 All Playing Members shall be held liable for all Band property in their possession. Any loss or damage to Band property shall, at the discretion of the Committee, be made good by the member. Any Playing Member wishing to use Band property for private purposes must first of all obtain the permission of the Pipe Major or Leading Drummer as appropriate. An adequate payment for the use of Band property shall be made to the Band.

2.0 Code of Behaviour

It is understood that it may not always be possible to adhere to the following Guidelines in all cases. They are Guidelines and as such are not mandatory. As long as consideration has been given to each situation and effort has been made to minimise any compromising situations, short of cancelling the class/event or preventing a child from taking part, there is no ore that can be done.

2.1 Members should always:

- Treat children with respect.
- Provide a model of good and appropriate behaviour.
- Ensure that more than one adult is present or, at least in sight during activities.
- Respect a child's right to privacy.
- Be aware that behaviour can be misinterpreted even when well intentioned.
- Challenge unacceptable behaviour.
- Operate within the agreed guidelines.

2.2 It does not make sense to:

- Spend excessive amounts of time alone with children, away from others.
- Show favouritism towards an individual or single out troublemakers.
- Take children alone in a car on journeys, however short.
- Take children to your home unsupervised.
- Meet children outside organised activities unless it is with the knowledge and consent of the parents/guardians and of the person in charge of the activity.

If any of these are unavoidable it must be with the knowledge and consent of the parent/guardian, carer, the person in charge of the activity or some other responsible person.

2.3 Car journeys:

- Never take young people alone on car journeys.
- Always tell a colleague if you are transporting young people, give details of the route and anticipated length of the journey.
- Obtain permission from the young person's parent or guardian before taking a young person on a car journey.
- Ensure all vehicles are properly insured.
- Ensure all reasonable safety measures are taken, e.g. young people are in the back seat where possible, and seatbelts are worn.

2.4 Tutors:

- Provide a teaching environment that promotes the comfort and safety of both students and tutors, including:
 - Maintain a clear pathway to the door (tutors should avoid working between the pupil(s) and the door);
 - Avoidance of coverage of any windows within the room or the door if working in a one-to-one situation. If the room does not have a window or a glass panel in the door, then the door should be kept open.

2.5 Members should never:

- Engage in rough physical games or horseplay.
- Engage in or encourage sexually provocative games or activities.
- Allow or engage in inappropriate touching of any kind.
- Allow children to use inappropriate language unchallenged.
- Make any sexually suggestive comments, even in “fun”.
- Share a bedroom with a child.
- Invite a child to stay in your home unsupervised by a parent or carer.
- Let any allegations a child makes go unrecorded.
- Rely on “my good name” as protection.
- Do things of a personal nature for children that they can do for themselves.
- Allow bullying of one child by another to go unchecked. Bullying would include:
 - Physical pushing, hitting or pinching etc.
 - Name-calling, sarcasm, teasing, ridiculing or ignoring.
 - Racial taunts, gestures, graffiti.
 - Sexual comment.
 - Any unwanted physical contact.

2.6 Special care is needed when:

- Discussing sensitive issues with groups or individuals and young people.
- Relations develop between members and young people.
 - Genuine relationships do develop between people but no intimate relationship should begin whilst one person is in a position of trust over another. It would be “an abuse of trust” and in some circumstances be a criminal offence. (sexual Offences (amendment) Act) 2000 – UK wide
- Working with children with special needs or adults at risk.
 - Very occasionally it is necessary to **restrain** a child to prevent injury to the child, to others or to property. It should never be used as a punishment. In the unlikely event that members work with children who are likely to need restraint it is essential that a person trained in restraint procedures is present.
 - It may be necessary for members to provide for **intimate care needs** of children, particularly if they are young or disabled. This must be done with the full understanding and consent of the parents and undertaken with discretion.

2.7 Band Care

- Junior Members (under the age of 18) are deemed to be in the care of the Band during practice and at engagements. It is the responsibility of parents or guardians to ensure junior members are safely delivered to and collected from practices and engagements.
- If the junior member is permitted to travel, unaccompanied, to and from practices and engagements, this shall be confirmed, in writing by the parent/guardian.

3.0 Band Trips – Within the UK and Overseas:

These are requirements that will apply when travelling with young band members (i.e. under 18 years of age). Hereafter referred to as Young Members (YM). These guidelines follow good practice in line the PVG Scheme.

3.1 Supervision:

- When on parade/playing with the band the YM will be under the supervision of the Pipe Major or Leading Drummer.
 - At all other times dedicated, non-playing chaperones should be nominated to supervise the YM.
 - There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. The following best practice guidance is recommended:
 - There should be a **minimum of two adult chaperones** present at any time. If YM are a mixed sex group then there should be at least one adult of each sex acting as chaperones.
 - The following adult to child ratios are recommended*:
 - 9 - 12 years - one adult to eight children
 - 13 - 18 years - one adult to ten children
- * Source Scottish Government and the NSPCC*
- Chaperones should be disclosed members of the PVG Scheme. (*This requirement would not apply to parents or parental designated guardians who have been confirmed, in writing, to take on the role.*).
 - Parent/Guardian Permission sheet should be returned for every young member taking part in the trip. In this the parent/guardian gives details of basic medical information and consents to the nominated chaperone acting on their behalf while the YM is on the activity.

3.2 Travelling:

- Consider a “buddy system” where two or three YM must always be together and who must look out for each other.
- Never have a situation where YM can wander off on their own or, notwithstanding privacy, would never be on their own.
- When travelling through airports etc. the chaperones should be extra vigilant.
- Chaperones should check with each of the YM regularly to ensure they are happy and deal with any problems or issues that may arise.

3.3 Accommodation:

- Always ensure separation between male/female & youth/adult in any shared accommodation or toilet facilities.
- Arrange accommodation in blocks of rooms for same-sex and same-age groups.
- Do not allow interaction between adults and the YM on a one-to-one basis.

3.4 Free time:

- Chaperones should always be available to keep an eye on what is happening.
- No alcohol for under 18-year-olds irrespective of what parents might allow at home or the law in the country you are in (unless a higher age is stipulated in which case that age will apply).
- Bad language is not acceptable.
- Give and expect respect.
- Apply common courtesy and common sense.
- Provide free time and space for privacy but without compromising basic child safety.

3.5 Generally:

- YM should be allowed to have fun and enjoy themselves but in a controlled environment
- Ensure all other adults in the band are aware of the rules around YM and are aware of the basics of child protection and for their own protection when in the presence of YM.
- At all other times dedicated, non-playing chaperones should be nominated to supervise the YM.

3.6 Some Basic Rules:

- *Getting up* – The organisers will have a schedule for the day. Ensure that you get up in plenty of time to wash, dress, breakfast and be at the appointed meeting place when required.
- *Bedtime* – The organisers will have a schedule for the following day. All YM should be back at the accommodation and in their rooms by the appointed time for that day. Remember other members of the group will be trying to sleep so behave with consideration for them.
- *Meal times* – You will be informed where and when to meet so that we can go for meals as a group. Make sure that you are at the appointed place in time so that we do not miss our allocated mealtime.
- *Uniform* – You all know how to wear your uniform. You will be told what will be required for any activity so make sure you have everything with you.
- *Time keeping* – The organisers have a schedule to keep. Make sure you are at the meeting points in plenty of time.
- *Tidiness* – Keep your accommodation neat and tidy. Do not expect others to come and clean up after you.
- *Generally* – Take responsibility for yourself regarding sun protection and insect repellent. In the heat make sure you are appropriately covered and have plenty of fluids.

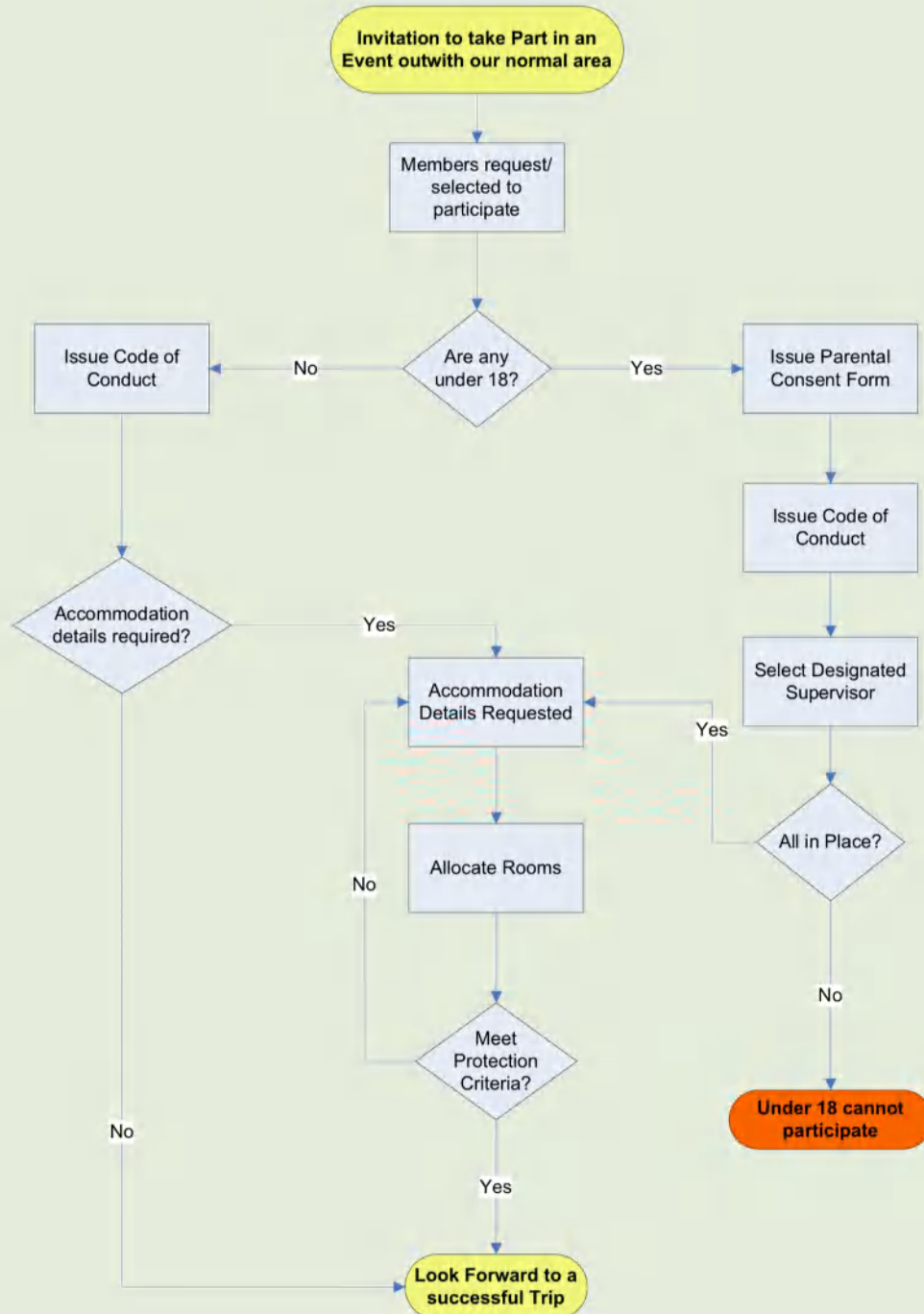
4.0 Special Requirements for Residential Activities

- The accommodation should be sufficient to enable children of the opposite sex to sleep in separate rooms and in separate beds.
- Adults will not share the same rooms as children.
- Accommodation should be such that only participants of the same sex and age range will share rooms. If applicable only participants of the same sex will share the same room grouping.
- In the case of an emergency, two adults of different sexes shall be identified to deal with the problem.
- At no time shall an adult of the opposite sex enter a sleeping room.
- The following Process Chart should be used to assess who can be permitted on Residential Activities.

NORTH BERWICK PIPE BAND **Foreign Trip Processes**

NBPB-PC-001

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5.0 Insurances including Travel Insurance and GHIC

- Please note that NBPB cannot obtain insurance to cover drivers in their own transport. Any member or supporter offering to use their own vehicle for Pipe Band purposes must ensure that they have adequate cover in place.
- Please note that North Berwick Pipe Band does **not** provide travel insurance in UK or abroad. You may find that you are already covered through your own (or your parents') household or annual travel insurance policy, but if not, you should arrange travel insurance before you travel.
- All members, adult or child, will be required to confirm that they have travel insurance in place before they will be allowed to participate in a trip organised by the band.
- If you are going to be travelling to a country in the European Union (EU), you are entitled to apply for a Global Health Insurance Card, known as GHIC, if you do not already have one. This is available on NHS or GHIC websites and is free. Not all countries in the EU recognise the card and this should be checked before travel. It should, when you produce it in the recognising EU country, give you the same medical assistance as you would have from the NHS when in the UK. Carry it with you at all times.
- North Berwick Pipe Band has historically carried insurance under three categories:
 - Public Liability: cover against accidental injury to others (not members) or damage to their property.
 - Personal Accident: cover as specified.
 - Equipment: worldwide cover of instruments and uniforms, including while in members' homes.
 - Note: Guest Members should confirm that they have adequate cover in place, either through the Band or in their own right.
 - In addition, the Band now also carries insurance to cover any liabilities that accrue to members of the Management Committee in the carrying out of their duties.

6.0 Rules Governing Playing Members

In addition to any of the preceding information the following recommendations should also be adhered to:

- 6.1 When not on parade but still under the auspices of the Band cognisance should be taken of instructions given by the Band office-bearers present. Be aware of scheduled performance times and pre-arranged meeting times. Particularly when on trips away, do not wander off before confirming the next meeting time. It will not be the first time that schedules have changed, so be prompt.
- 6.2 Ault players should remember that they set an example to younger members not just in the way that they play but also in the way that they conduct themselves. Be aware that you are a role model to younger Band members.

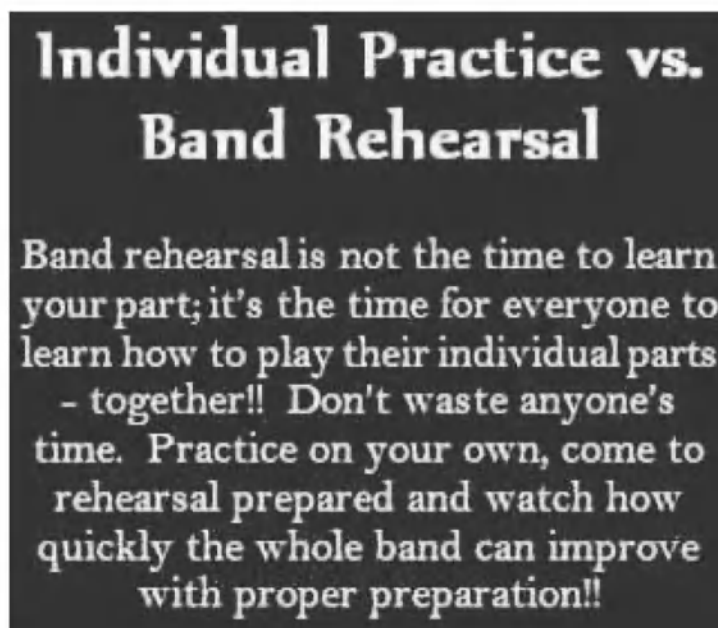
- 6.3 It should also be remembered that while we have a lot of young members we are not a juvenile band purely for youngsters. It is unreasonable therefore to expect adult members to curtail their enjoyment of outings with the Band by the unilateral restriction of certain activities e.g. the consumption of alcohol. While not excluding these activities, moderation should be the watchword.

7.0 Observations on General Conduct for Playing Members

There are three rules ALL players should live by:

- | 1. Show up | 2. Show up on time | 3. Show up ready to play |
|---------------------------------|---|--------------------------|
| 1. <u>SHOW UP</u> | Seems obvious but there are always one or two who never show up on a regular basis, especially at rehearsal night. They are usually the ones who need the most work so they make it hard on the Pipe Major/ Leading Drummer, themselves and the Band as a whole. | |
| 2. <u>SHOW UP ON TIME</u> | Seems self-explanatory as well but someone always shows up late and acts like they have been there all along. If the rehearsal starts at 7:30pm then get there at 7:15pm and get ready! If you only have two hours to rehearse on a given night, don't waste it. | |
| 3. <u>SHOW UP READY TO PLAY</u> | This means everything from having your instrument in good shape to having the music learned and memorised. Nothing is more annoying than a player turning up with an instrument needing attention and expecting to get it fixed right then before the rehearsal. (If you can't fix it yourself find someone who can). | |

Know your music. When a new tune or drum score is handed out, learn it and memorise it by the next rehearsal. As you can see we have stopped calling it a "practice night". You practice at home. The band meets to rehearse, either as a Band or as a Corps.



Double-check your uniform before leaving the house and when putting it away on your return. If it has been raining at an engagement all items of uniform and equipment should be dried before putting them away.

A **loyal** Player is one who makes all the rehearsals, shows, competitions, etc. but makes the same mistakes from day one and doesn't care to improve.

A **dedicated** Player also shows up for everything but knows their music, has their instrument in good shape and generally adds a lot of sound to the Band.

The Pipe Band is more than a hobby. A hobby is something that you do at home by yourself. A Pipe Band is a lot of individuals who count upon each other to put out 100% effort 100% of the time.

8.0 Generally

When out with the Band you must remember that you are conspicuous in your Band uniform. You are therefore seen to be representing not just yourself but also the Band, your respective town or village, East Lothian and Scotland. You must therefore conduct yourself in a manner that does credit to your heritage.