



Behaviour Management & Complaints Policy

Ethos and Behaviour Statement

Here at KYBB, we aim to develop band members to their full musical potential in a happy, caring and safe environment by:-

- Giving an opportunity to perform
- Fostering high expectations and aspirations
- Maintaining a caring and disciplined ethos amongst our members

As such, we must maintain high behaviour standards among playing members, staff/volunteers, and attending parents/carers.

Standards of Behaviour

The standards of behaviour are laid out in the “Join the Band” section of our website and are namely:

1. Follow instructions and behave sensibly at all times.
2. Always walk inside the building, at rehearsals and concerts alike.
3. Be polite, kind and considerate to everyone.
4. Take care of people and property.

Adult learners and mentors should also:

1. Demonstrate maturity and leadership as mentors.
2. Make sure that all young people are included and made welcome at KYBB.
3. Pass onto the committee any concerns relating to the safeguarding of our members and adhere to our Safeguarding policy at all times.
4. Not abuse their age or position of authority to threaten/bully young people.

Teaching of Behaviour

All staff and volunteers must lead by example to instil good behaviour within the members. Staff and volunteers must follow the code of conduct specified for them and agreed to at each AGM. The Code of Conduct for Staff & Volunteers is available to all members upon request.

Rewards

All members have the opportunity to be rewarded at our annual awards night with one of the following awards, which are decided upon by the tutors and committee.

The awards are:

- The Shirley Holmes Memorial Trophy for the Most Outstanding Training Band Member
- The Dean Mowers Trophy for Young Performer of the Year (Training Band)
- The Reemer Bailey Award for Most Outstanding Band Member
- The Tonge Trophy for 11 and Under Most Improved Player
- The Bolton At Home Award for 12 and Over Most Improved Player
- KYBB Chairman's Shield for Best Principal Player
- The Jack Peers Trophy for Best Supporting Player
- The KYBB Award for Most Promising Player
- Musical Directors' Special Award for Most Improved Adult
- The Elite Percussion Prize for Most Outstanding Percussionist
- The Harrison Prize for Family Contribution

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- The Higginbottom Family Award for Best Attendance
- The Linda Kearney Award for Voluntary Contribution

Interventions & Sanctions

In the unhappy event that the behaviour standards are broken by either members or staff/volunteers, the committee will hold a disciplinary meeting to decide on an appropriate, proportionate sanction. In the event that a safeguarding risk has occurred, there will be immediate suspension until the matter has been investigated thoroughly.

In the event of a complaint about behaviour from either a member or parent/carer, that will be handled under the complaints procedure below.

Anti-Bullying Strategies

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable (Oxford English Dictionary, 2021). It can involve people of any age, and can happen anywhere - at home, school or using online platforms and technologies (cyberbullying). This means it can happen at any time.

Bullying encompasses a range of behaviours which may be combined and may include the behaviours and actions we have set out below.

Verbal abuse:

- name-calling
- saying nasty things to or about a child or their family.

Physical abuse:

- hitting a child
- pushing a child
- physical assault.

Emotional abuse:

- making threats
- undermining a child
- excluding a child from a friendship group or activities.

Cyberbullying/online bullying:

- excluding a child from online games, activities or friendship groups
- sending threatening, upsetting or abusive messages
- creating and sharing embarrassing or malicious images or videos
- 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games
- voting for or against someone in an abusive poll
- setting up hate sites or groups about a particular child
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name.

Bullying can be a form of discrimination, particularly if it is based on a child's disability, race, religion or belief, gender identity or sexuality.

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KYBB holds a zero-tolerance policy with bullying, and if it is witnessed by staff/volunteers, it will be dealt with under the Interventions & Sanctions section listed above, and if a complaint is made from a member regarding bullying, it will be dealt with under the Complaints section listed below.

Liaison With Parents/Carers

KYBB will always seek to speak informally and directly to a parent/carer regarding any complaints or behavioural issues, either via email or face-to-face depending on the severity of the issue.

Complaints Procedure

All members of Kearsley Youth Brass Band have the right to be treated with respect and not to be discriminated against, harassed, bullied, or otherwise abused during their time with the band. In some cases, an incident relating to bullying and harassment may be so serious that it is inappropriate to attempt to resolve it informally. If this is the case, members should raise the issue formally with any member of the committee.

Once raised the committee member will discuss the issue with the rest of the committee at the earliest opportunity. The complaint must remain confidential and only be discussed with the committee. If the complaint is regarding a committee member, the complaint must not be discussed with them, and they cannot partake in any meetings during which the complaint will be discussed.

The investigation will be thorough, impartial, and objective and carried out with sensitivity to the rights of all involved. The investigation will be undertaken in a confidential manner. Consideration will be given to whether any individuals involved in the complaint should be temporarily suspended from attending Kearsley Youth Brass Band rehearsals or concerts until the process has concluded.

Members who deliberately provide false information or raise issues maliciously will themselves be open to disciplinary action including removal from the membership. Members who make complaints or who participate in good faith in any investigation must not suffer any type of victimisation or retaliation as a result.

Members who have found to have retaliated against or victimised someone for making a complaint or assisting in good faith with an investigation under this policy will be open to disciplinary action including removal from the membership.

If any form of bullying, harassment, abuse, or discrimination is discovered following an investigation, the findings of the investigation will be discussed with the member who made the complaint (although they may not be made aware of any sanction). This will be carried out by the person conducting the investigation.

Any sanction deemed necessary to discipline the member who was the subject of the complaint will be decided by the committee and carried out by the Chairperson. Where the complaint is less serious, an oral warning may be given, or if more serious, a written warning will be given.

If a 2nd occurrence happens, following an oral or written warning, or if the complaint is deemed a serious issue, this would result in removal from the membership.

The committee's decision is final.

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