

Foden's Band

Policies & Procedures

Information and policies related to Foden's Band, Foden's Youth Band, and other related activities

Updated January 2026



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Foden's Band Policies & Procedures

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Welcome / Aims

Welcome to the Foden's Band Youth Handbook. The key objective of this handbook is to outline the policies and practices of Foden's Band, Foden's Youth Band, 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:

Mark Wilkinson Band Manager marklwiky@hotmail.com	John Barber Chairman barber@johntrom.co.uk	Melanie Whyle Youth Co-ordinator mel_whyle@hotmail.co.uk
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Safeguarding Policy

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

This policy was last reviewed on: 13/01/2026

This policy applies to all members, volunteers or anyone working on behalf of Foden's Band.

The purpose of this policy:

1. To protect children, young people and adults with care and support needs who are members of the band.
2. To provide staff and volunteers with the overarching principles that guide our approach to child protection

Foden's Band believes that a child, young person or adult with care and support needs should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults at risk and to keep them safe. We are committed to practice in a way that protects them.

Legal framework

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

- Children Act (1989)
- United Convention of the Rights of the Child (1991)
- Data Protection Act (1998) and subsequent data protection guidance

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- Sexual Offences Act (2003)
- Children Act (2004)
- Protection of Freedoms Act (2012)
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government (2015)
- The Safeguarding Vulnerable Groups Act (2006)
- The Human Rights Act (1998)
- The Children and Families Act (2014)
- Special educational needs and disability (SEND) code of practice: 0 to 25 years - Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government (2014)
- Data Protection Act (2018)
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government (2015)
- The Care Act (2014)
- The Care Act (2014) Care and Support Statutory Guidance (specifically the safeguarding section of this)
- The Mental Capacity Act (2005)

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; and
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

In addition, bands are aware that they also have safeguarding responsibilities towards adult members, some of whom may be vulnerable at different times in their lives. The principles outlined above in relation to children, also apply to our work with adults. In terms of a legal framework, the arrangements for those over 18 are governed by the Care Act 2014. This Act stipulates that statutory safeguarding duties apply to an adult who:

- has care and support needs, and

- is experiencing, or at risk of, abuse or neglect, and,
- as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

We will seek to keep children, young people and adults safe by:

- valuing them, listening to and respecting them, ensuring that, in the case of adults, we work with their consent unless 'vital interests' [as defined in the Data Protection Act (2018)] are at stake, or the person has been assessed as lacking mental capacity [as defined in the Mental Capacity Act (2005)];
- adopting child protection and adult safeguarding practices through procedures and a code of conduct for and members and volunteers;
- developing and implementing an effective e-safety policy and related procedures;
- 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 adult safeguarding with children, parents, volunteers and members;
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

Recognising abuse and taking action

If a child is suffering or likely to suffer from harm, or in immediate danger

Make a referral to children's social care and/or the police immediately if you believe a child is suffering or likely to suffer from harm, or in immediate danger. Anyone can make a referral.

Tell the Designated Safeguarding Lead as soon as possible if you make a referral directly.

<https://www.gov.uk/report-child-abuse-to-local-council>

If a child makes a disclosure to you

If a child discloses a safeguarding issue to you, you should:

- Listen to and believe them. Allow them time to talk freely and do not ask leading questions
- Stay calm and do not show that you are shocked or upset
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret



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- Write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it
- Sign and date the write-up and pass it on to the DSL.

Adults should not question the child; other than to respond with TED - Tell me what you mean by that, Explain what you mean by that, Describe that. Adults will observe and listen, but do not probe/ask any leading questions.

If you discover that FGM has taken place or a pupil is at risk of FGM

The Department for Education's Keeping Children Safe in Education explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs".

FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'.

Possible indicators that a pupil has already been subjected to FGM, and factors that suggest a pupil may be at risk, are set out in appendix 4.

Any tutor who discovers (either through disclosure by the victim or visual evidence) that an act of FGM appears to have been carried out on a pupil under 18 must immediately report this to the police, personally. This is a statutory duty, and tutors will face disciplinary sanctions for failing to meet it.

If you have concerns about a child (as opposed to believing a child is suffering or likely to suffer from harm, or in immediate danger)

Where possible, speak to the DSL first to agree a course of action.

If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to a member of the management team and/or take advice from local authority children's social care. You can also seek advice at any time from the NSPCC helpline on 0808 800 5000.

Make a referral to local authority children's social care directly, if appropriate. Share any action taken with the DSL as soon as possible.

If you have concerns about extremism

If a child is not suffering or likely to suffer from harm, or in immediate danger, where possible speak to the DSL first to agree a course of action.

If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to a member of the management team and/or seek advice from local authority children's social care. Make a referral to local authority children's social care directly, if appropriate.

The Department for Education also has a dedicated telephone helpline, 020 7340 7264, which school staff and governors can call to raise concerns about extremism with respect to a pupil. You can also email





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counter.extremism@education.gov.uk. Note that this is not for use in emergency situations. In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you.

- Think someone is in immediate danger
- Think someone may be planning to travel to join an extremist group
- See or hear something that may be terrorist-related

Useful contact details:

- Youth Co-ordinator & Designated Safeguarding Lead: Melanie Whyte 07910553673
- Cheshire Police: 08454 580000
- Cheshire East children's social care department: 0300 123 5012 (or 0300 123 5022 – Emergency Duty Team)
- NSPCC Helpline: 0808 800 5000 or help@nspcc.org.uk
- ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk
- Local authority adult social care department 0300 123 5010 (or 0300 123 5022 out of hours)
- Brass Bands England Welfare Officer: 01226 771 015

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Equality policy

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

This policy was last reviewed on: 25/06/2024

Foden's 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



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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 and 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 Foden's 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 Band Manager, Chairman and Youth Co-ordinator) each has a responsibility to make sure that the activities of Foden's Band, Foden's Youth Band and Foden's Junior 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 Foden's Band.



Anti-bullying policy

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

This policy was last reviewed on: 25/06/2024

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 and adult safeguarding 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, adults at risk, 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, adults at risk 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.

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GDPR

The Data Protection Act came in to 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 the Foden's Youth Band can 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.

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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 Foden's 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 Foden's 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 (Foden's 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 membership form) to withdraw permission for Foden's Band to use images/media.
- Communication with Foden's Youth band members will be made by the youth co-ordinator via fodensyouth@gmail.com. All electronic communication should be made by parents/carers on behalf of youth band members who are under the age of 18.
- **Direct Contact:** Representatives of the organisation are strongly encouraged to avoid initiating or maintaining private communication with individuals under the age of 18 through personal or organisational social media accounts.
- **Public Communication Preferred:** If interaction with minors is necessary (for example, programme participation, event promotion, or educational purposes), it is recommended that communication take place through official, monitored organisational channels and in a transparent, public manner, such as comment sections or official group pages.
- **Social Media Connections:** Band representatives are advised not to add, "friend," or "follow" individuals under the age of 18 on their personal social media accounts.
- **Content Sharing:** As a matter of good practice, photos, videos, or personal information of individuals under 18 should only be posted, shared, or tagged when verified parental or guardian consent has been obtained.
- **Raising Concerns:** Any inappropriate or unsolicited contact from a minor, or concerning online interactions that come to a band representative's attention, should be reported promptly to the Designated Safeguarding Lead.

- **Accountability:** Failure to follow this guidance may lead the Foden's Band to review the matter and take appropriate action in line with internal procedures and any applicable legal or safeguarding obligations.

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Health and Safety

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.

- 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
- All events will be attended by an appropriate adult with emergency first aid training
- A record of any accident and near misses will be kept by the project co-ordinator
- Any venues which are not already approved for use in an educational setting will undergo a risk assessment before use is approved for a Foden's Youth Band event.

Risk Assessment – Rehearsal Venues

Locations: Flowcrete, Sandbach School Date: 24/09/2025

Completed by: Melanie Whyte

List Activities in this area and who will be using it:

School buildings used for rehearsals, sectional workshops, auditions, and break times

Space required for parents to wait.

Hazard and Potential Effect	Risk Rating		Current Control Measures	Further Measures
	Severity	Likelihood		
Moving heavy equipment during set up / pack down causing injury	Med	Low	Adult supervision at all times, lifting of heavy equipment to be done using proper technique	Potential for training. Using wheels / trolleys where possible
Trip hazards caused by music stands / other equipment and personal belongings	Low	Med	Ensure that players move around rehearsal spaces with care	
Fire procedures unknown to most players due to unfamiliar venue	High	Low	At first rehearsal all players should be made aware of muster points / nearest exits	Potential to train tutor in fire safety role
First aid required	Low-high	Low	Several tutors trained in 'first aid in the workplace' and 'emergency first aid'.	
<p><i>Due to rehearsals taking place in school setting, regular risk assessments are in place held by the venues</i></p> <p><i>All equipment (electrical / musical and otherwise) is owned and maintained by the school / music trust</i></p>				

Checklist:

Emergency lighting available ☐ Alarm activation points noted ☐ Fire extinguishers available ☐

Fire doors in good working order and accessible ☐ Fire evacuation procedures and exit signs in place ☐
Bins are available ☐

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Recruitment Policy

Playing members of Foden's Band

Foden's Band has for over a century cemented its reputation as a world leader in its field. To that end, the recruitment of suitable players, both in performance ability and character, is essential to the ongoing success of the band.

- The Band Manager of Foden's Band will be responsible for co-ordinating the appointment of new players to the band. He/she may will liaise with the Musical Director 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 Foden's 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

Adults working with FYB and at other youth development activities

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

- The Band Manager of Foden's Band will be responsible for ensuring that those members of Foden's Band who are working with children have been DBS checked (it is standard practice that all members of Foden's Band are DBS checked 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 Foden's Youth activities to external individuals and organisations

Training - Foden's Band (and associated Youth 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.

Volunteers

Any volunteers who wish to donate their time to Foden's Band, or Foden's Youth activities, are most welcome. Foden's 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 Foden's 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)

Recruitment of playing members FYB

Foden's Youth Band is open to any player who matches the following criteria;

- Aged 21 or under on 1st September of the current academic year
- Grade 5 standard or higher on a brass or percussion instrument



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Application is made via the online application form located at: <https://www.fodensband.co.uk/youth-band/youth-band-application-form/>

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

Seating auditions are held at the first rehearsal of each academic year 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 equivalent to grade 5 or higher then it may be that a conversation about suitability for membership of the band is appropriate.

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

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Code of Conduct

As individuals of the band we agree to the following:

Member Commitment

- I acknowledge that accepting a position in the Foden's 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.

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 Foden's/FYB 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.



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Property Care

- Foden's/FYB 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).
- **It is a requirement that members/participants provide their own instrument (excluding percussion)**

Personal Appearance

FYB 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. Some considerations that should be made...

- Hair should be kept clean and tidy
- Excessive body piercings should be concealed
- Tattoos / other body art should be concealed
- General demeanour should be fitting of the uniform and occasion

Conflicts of interest

Most Foden's/FYB members and participants at other events will already be a member of other organisations. Foden's Band aim to supplement this and encourage this, however...

- Members/participants will declare any conflicts of interest should they arise.
- Members/participants will record any pecuniary or other business interests that they have in connection with the band's business.
- Members/participants will act in the best interests of Foden's Band as a whole and not as a representative of any other group whilst taking part in our activities.

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.

Breaching the Code of Conduct



In the event of a member of Foden's/FYB or a participant in other activities does not adhere to this code of conduct, or of any other band policy, Foden's 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 Foden's Band management 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 Foden's/FYB/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.

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.

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Whistle-blowing Policy

1. What to do if you wish to raise a concern about malpractice:

Speak to the Band Chairman, Youth Co-ordinator or Band Manager. 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, if there is a need for your identity to be disclosed in order to resolve the issue, you will be consulted prior to this action.

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.

2. 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.

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.

3. 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.

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-- End of Handbook --