



BandSafe

BandSafe #1

Welcome information



Welcome information

Introduction

As a responsible organisation, your brass band has a duty of care to its members. When someone new joins your band, either as a player or a volunteer, their experience will be more positive if the band adopts a formal process for welcoming them to the band. This includes making them aware of policies and procedures, showing them the facilities, explaining what their role in the band involves and the level of commitment expected of them. This includes making sure they can fulfil their role both safely and competently.

Becoming a band member

Whatever your band's specific policy on the audition/adoption of new members is, it is good practice to give a formal introduction and welcome to new personnel at rehearsal by the Conductor or Chair once things have been made official. Introducing them to other band members will make new members feel more at ease.

A good way to help a new member become familiar with your band is through a Welcome Pack, which could contain the following information:

1. **Membership**
2. **Key contact details**
3. **Expectations**
4. **Band ethos**
5. **Domestic arrangements**
6. **Health and safety**
7. **Safeguarding**
8. **Complaints procedure**
9. **Code of Conduct**

The information in your Welcome Pack only needs to be brief. This can be kept/sent electronically or in print.





Welcome information

1. Membership form

This should include the titles and names of your new members, their contact details, age and date of birth, any special circumstances or needs, such as dietary/medical requirements, and who should be contacted in an emergency.

[See BandSafe#2 – Membership form]

2. Key contact details

A list of email addresses and phone numbers which should include your Chair and Secretary, as well as any other relevant contacts (venue caretakers/key holders, Concert Manager, Safeguarding/Welfare Officer, Player Representative etc.)

3. Expectations

It is good to be clear from the start about expectations. You should explain what the band expects of band members and also what members can expect from the band in return, i.e. how often a member is expected to attend and what they will need to bring with them and be responsible for – instruments, sheet music etc.

4. Band ethos

This should just be a short paragraph about your band outlining the aims and character of the band, its past, present and future, the type of music you perform and what kind of events you perform at. Try to convey the general spirit of your band as described in your band constitution. You could even include a copy of your band's constitution (or equivalent document) if you wish, as well as information about any sponsors the band may have.

5. Domestic arrangements

Let your new members know of any key information regarding when and where you rehearse, parking, venue access, subs/expenses, and what happens when you go to concerts/contests etc; as well as any information specific to children and young people such as policies about travel arrangements, DBS requirements and how these checks are made.



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6. Health and safety

Information about First Aid – who the First Aiders are and where equipment can be found.

Information about Fire Safety – fire exits, extinguishers, muster points etc.

Any information pertinent to the specifics of your rehearsal space; e.g. the path to the doorway if slippery in wet/frosty weather.

Information sources for information about general Health and Safety; e.g. hearing protection etc.

[See BandSafe#7 – Health and safety]

7. Safeguarding

Information about safeguarding; i.e. who the band's Designated Safeguarding Officer is and how to contact them, what members should do if they have a concern and any procedures members should know about.

[See BandSafe#5 – Safeguarding]

8. Complaints procedure

This should just be a short paragraph explaining who complaints should be made to, how they may be informally or formally resolved and how long it may take to deal with a complaint.

Full details about your bands complaints procedure should be made available to view online/by request.

[If you are a BBE member – see BBE's Complaints procedure template]

9. Code of Conduct

It is important to make new players aware of the relevant policies they may wish to familiarise themselves with and where they can find them. This should include the Code of Conduct, Safeguarding Policy and Health and Safety Procedures.

A Code of Conduct outlines the expectations of the band, in relation to the conduct and behaviour of band members. This document should be concise and give new members all the information they need so they can fit straight in.

[See BandSafe#3 – Code of Conduct]

