



2022 Season
Membership Pack
For
Parents and Members

Covering from 01 November 2021 – 31 October 2022



THURROCK MARCHING BRASS

Thurrock's premier marching and performing arts organisation

2011 & 2012 British Youth Band Association Cadet Class Championship Runners-up
2013 & 2016 British Youth Band Association Cadet Class Champions
2013 British Youth Band Association Cadet Class League Champions
2014 & 2019 Drum Corps United Kingdom Junior Class British Champions
2014 Guinness World Record Set for Longest Line of Fanfare Trumpeters (Valved Instrumentation)
2015 Winter Guard United Kingdom British Championships Cadet Class Bronze Medalist
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2015 Drum Corps Europe European Championships Junior Class 5th Place
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2017 IMG/Soundsport Forest of Dean Youth Champions
2018 IMG Essex Youth Champions



an organisation from the community and for the community

Registered educational charity number 1138929
President: The Mayor of Thurrock

2022 Season Highlights (COVID restrictions may apply)

(01 November 2021 – 31 October 2022)

Membership fees to now include show t-shirt

Membership subscriptions & Membership coach fares unchanged from 2020

BYBA Individuals & Ensembles entry

Panto access (COVID Permitted)

Full WGI Percussion program featuring
DrumSound45 & Thurrock Academy Colourguard

Full WGI Winds program
(reduced summer production)

Full Summer production

IMG, WGI Regional, BYBA, DCUK, DCE (COVID Permitted) participation

Hosting IMG Essex and BYBA Essex

Cory Band Platinum Sponsorship
(includes full weekend clinic with the kids – To be arranged)

Plus many other performance opportunities



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To be returned to the Corps Director or any member of staff (2022 season form)

NAME.....BAND NO.....

ADDRESS.....

..... DATE OF BIRTH.....

CONTACT DETAILS

PHONE NUMBERS

HOME..... MOBILE.....

EMERGENCY CONTACT.....

RELATIONSHIP TO CHILD.....

PHONE NUMBER.....

PARENT/CARER EMAIL.....

MEDICAL INFORMATION

DIETARY NEEDS.....

MEDICAL CONDITIONS.....

.....

EPIPEN YES NO ASTHMA PUMP YES NO INSULIN YES NO

ANY OTHER MEDICAL NEEDS.....

.....

MEDIA/GDPR CONSENT

I hereby give permission for photos/videos of my child or examples of his/her work to be used in TMB publications, including the TMB website and permission for keeping appropriate records on file.

Parent/Guardian Name.....

Signature..... Date.....



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Membership Fees

2022 Season

(01 November 2021 – 31 October 2022)

Annual Membership Fee (now includes show t-shirt)

If 1 Family Member	£35.00
If 2 Family Members	£30.00 per member
If 3 Family Members	£27.50 per member
If 4 or more Family Members	£25.00 per member

Annual Membership fee to be paid no later than 05 November 2020 or no I&E or Panto entry as these are only provided for fully paid up members. This is non refundable.

Weekly Subscriptions (remain the same as for the 2020 season)

If 1 Family Member	£5 weekly
If 2 Family Members	£4.50 per member weekly
If 3 Family Members	£3.50 per member weekly
If 4 or more Family Members	£3.00 per member weekly

Note 1: Family Members are classed as living in the same household

Note 2: All subscriptions must be paid weekly regardless of attendance

Returnable Bond - £20

The Bond is returnable once all TMB owned items have been returned by member(s) and accounted for by the Corps Director. Failure to return any item belonging to TMB will result in Bond forfeit and possible recovery action. No TMB owned item will be released to member until Bond has been accounted for.

For Direct Debit payments:

Account name: Thurrock Marching Brass, Sort Code: 30-93-61 Account number: 23253768



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Child Protection Policy

At Thurrock Marching Brass we believe that all children should be kept safe and able to develop to their full potential.

Though this aspiration can only be fully realised by communities, families and professionals working together. Thurrock Marching Brass board and staff take seriously their obligations as detailed in the Children Act 2004 to work together with other professionals to improve the 'well being' of children in their care with respect to;

- Physical and mental health
- Protection from harm and neglect
- Education, training and recreation
- Contribution to society and
- Emotional, social and economic well being

The Child Protection Policy relates to the 'Staying Safe' outcome of the Governments' Every Child Matters: Change for Children Programme, and contributes to multi-agency local safeguarding practice.

Thurrock Marching Brass aims to safeguard and promote the welfare of pupils by:

- Creating and maintaining a safe learning environment and
- Identifying any welfare concerns and taking action to address them, in partnership with other organisations where appropriate.

There are three main elements of our child protection policy.

Prevention

Providing an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.

Raising awareness of all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.

Ensuring that all adults within Thurrock Marching Brass who have access to children have been rigorously checked as to their suitability using safe recruitment procedures



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Protection

Through the establishment of a systematic means of monitoring children, known or thought to be at risk of harm.

Through the establishment of structured procedures within Thurrock Marching Brass which will be followed by all members of the Band community in cases of suspected abuse.

Through the development of effective working relationships with all other agencies involved in safeguarding children.

Support

Ensuring that key concepts of Child Protection are integrated and pupils, parents and carers are educated about risks associated with internet use and new technology.

Ensuring that children are listened to and their concerns taken seriously and acted upon

Working with others to support pupils who may have been abused to access the curriculum and take part in corps activities

Management

All matters relating to Child Protection should be taken up with the Designated Person in the first instance. Unresolved issues and complaints should be addressed to the named member of the board for Child Protection.

Parental Involvement

It is important that parents/carers understands Thurrock Marching Brasses responsibility to:

- Safeguard and promote the welfare of children
- Share information and work in partnership with other agencies where there are concerns about a child's welfare

In general staff will seek to discuss any concerns about a child's welfare with the family and, where possible, seek agreement to making a referral to children's' social care. However this will only be done where it is considered that the action will not place a child at increased risk of significant harm.



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Roles and Responsibilities

The Board takes seriously its statutory responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our Band to identify, assess, and support those children who are suffering harm.

Safeguarding also encompasses issues such as members health and safety, bullying and a range of other issues, e.g. arrangements to meet the medical needs of children with medical conditions, providing first aid, corps security, drugs and substance misuse.

Where there are statutory requirements, Thurrock Marching Brass will have in place policies and procedures that satisfy and comply with any guidance issued by the secretary of state. (DfES 'Safeguarding Children & Safer Recruitment, Jan. 2007)

Responsibilities of the Corps Director

At Thurrock Marching Brass the Corps director will ensure that the safeguarding policies and procedures are fully implemented and followed by all staff.

The Corps director will also ensure that resources are allocated to enable the designated person and other staff as needed, to attend strategy discussion, inter-agency meetings, contribute to assessments etc.

The Corps director will ensure that there is an identified deputy to take on the above responsibilities in the absence of the Corps director.

Designated member of staff for child protection

The Board will ensure that there is a designated senior member of the Board for child protection who has undertaken appropriate Child Protection training.

Supporting vulnerable pupils

We recognise that children who are abused or who witness violence may find it difficult to develop a sense of self worth or view the world as a positive place. We will try to ensure that Thurrock Marching Brass provides a stable and secure place for all members through the development of policies and procedures that encourage self esteem and self motivation, good behaviour.

Thurrock Marching Brass will therefore:

Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to talk knowing that they will be listened to.

Web Site: www.thurrockmarchingbrass.org General Enquiries: info@thurrockmarchingbrass.org

Board of Trustees: board@thurrockmarchingbrass.org

Facebook: www.facebook.com/thurrockmarchingbrass Twitter: [@thurrockMB](https://twitter.com/thurrockMB)



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Ensure that all children know there is an adult in the corps whom they can approach if they are worried or in difficulty.

Provide across the curriculum, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

Action to be taken by band staff.

All staff at Thurrock Marching Brass have a duty to be vigilant to the indicators of abuse and to refer concerns to the designated members of staff for Child Protection. These indicators may include:

- any concerns that a child or young person is suffering or is likely to be suffering some form of abuse,
- any allegations made concerning staff
- any disclosures of abuse

Training and support

All members of staff will receive appropriate training to develop their:

- understanding of signs and indicators of abuse
- understanding of how to respond to a pupil who discloses abuse.
- understanding of the procedures to be followed in sharing a concern of possible abuse or a disclosure of abuse

New staff, supply staff and volunteers will be advised of the Thurrock Marching Brass child protection arrangements and contact details of the Designated Person, as part of their induction into the Band.

Confidentiality

It is the duty of professionals, whether they are providing services to adults or children, to place the needs of the child first.

Staff cannot keep confidential a disclosure of abuse and must refer the matter on to the designated person for child protection.

There may be occasions where other staff may need to be alerted to concerns about a young person, possibly in order to monitor the concern. Information will only be shared on a strict need to know basis.

We will always undertake to share our intention to refer a child to Children's Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation.



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The main sources of law and other relevant requirements with respect to information sharing and confidentiality in child protection issues are adhered to.

Allegations against staff

All Thurrock marching Brass staff will take care not to place themselves in a vulnerable position with a child. Work with individual children or meetings with parents will be conducted in view of other adults as far as is practicable

All staff are made aware of the Thurrock Marching Brass behaviour/discipline policy and the staff code of conduct, with reference to professional boundaries.

We understand that a member may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Corps director or the most senior member of staff if the Corps director is not present.

We recognise that children cannot be expected to raise concerns in an environment where members of staff fail to do so. All staff will therefore be made aware of their duty to raise concerns about the attitude or actions of colleagues.

Recruitment and selection of staff and volunteers

Preventing unsuitable people from working with children and young people is essential to keeping children safe. Rigorous selection and recruitment of staff and volunteers is therefore a key responsibility the board and the Corps director

Recruitment advertisements will include a child protection statement. DfES List 99 check; Criminal Records Bureau checks; identity checks and qualification checks will be carried out in accordance with the DCSF guidance "Safeguarding Children and Safer Recruitment in Education" 2007.

Pupils with Medical Needs

There is no legal duty for band staff to administer medication to pupils and the staff who do so act in a voluntary capacity. Staff who provide medication, will be appropriately trained and be provided with all relevant information about the pupil's needs. No pupils under 16 will be given medication without his or her parent's/carer's consent.



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2022 Code of Conduct for all Members and Guests

All Members should:

1. Take pride and care for instruments and uniforms.
2. Treat Support Staff with the same respect as Caption Heads.
3. Following each event/show/parade each TMB member is to clean shoes, shako and instrument at the next rehearsal.
4. Take pride in wearing uniform and all members to be inspected on show days.
5. Encourage and support your fellow members at all times.
6. Raise any issues during TMB time with Caption Head or the Corps Director.
7. Not use foundation make-up at all in uniform and any other personal make-up to be kept to a bare minimum.
8. Be respectful and courteous to people around you at all times.

And ***not***:

1. Use foul or abusive language at any time.
2. Bully, either verbally or physically at any time, both on site/at a TMB function or on Social Media forums.
3. Attempt to intimidate or deliberately distract members or staff of the Corps, or members or staff from any other organization that may bring the Corp's name into disrepute.
4. Smoke or consume alcohol or drugs of any kind at rehearsal premises or whilst representing Thurrock Marching Brass/Thurrock Academy.

Member/Guest Signature:..... Date:.....

Please hand a signed copy to the Corps Director or any member of staff



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2022 Code of Conduct for Staff and Volunteers

1. Respect the rights, dignity and worth of every person.
2. Treat everyone equally and do not discriminate on the grounds of age, gender, religion, sexual orientation or disability.
3. If you see any form of discrimination, do not condone it or allow it to go unchallenged and report it to the Corps Director.
4. Place the well-being and safety of the young person above the development of performance.
5. Develop an appropriate working relationship with young people, based on mutual trust and respect.
6. Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval.
7. Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment).
8. Do not engage in any form of sexually related contact with a young member. *This is **strictly forbidden** as is sexual innuendo, flirting or inappropriate gestures and terms.*
9. Know and understand the Child Protection Policies Procedures.
10. Respect young people's opinions when making decisions about their participation in activities.
11. Inform members and parents of the requirements of the Corps.
12. Be aware of and report any conflict of interest as soon as it becomes apparent.
13. Display high standards of language, manner, punctuality, preparation and presentation.
14. Do not smoke, drink or use recreational drugs while actively working with young people in the Corps. This reflects a negative image and could compromise the safety of the young people.
15. Do not give young people alcohol when they are under the care of the Corps.
16. Hold relevant qualifications and respective CRB Checks.
17. Ensure the activities are appropriate for the age, maturity, experience and ability of the individual.
18. Promote the positive aspects of the Corps conduct e.g. fair play to all.
19. Display high standards of behaviour and appearance.
20. Ensure that you attend appropriate training to keep up to date with your role and the welfare of young people.
21. Report any concerns you may have in relation to a young person, follow reporting procedures laid down by the Corps.
22. Failure to comply with this code of conduct could lead to suspension of the staff member or volunteer, or even dismissal from the Corps.
23. The Corps Director's decision is final, unless it is the Corps Director who is in breach, in which case the Board's decision will be final.

Staff/Volunteer Signature:..... Date:.....

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2022 Code of Conduct for parents

All adult staff and volunteers follow the "**Code of Conduct for Staff and Volunteers**". In return we ask you to:

1. Encourage and help the young person meet targets.
2. Support the young member without pressure. Praise good work and refrain from criticising lapses.
3. Know and understand why your son/daughter is a member. The objectives of Thurrock Marching Brass are to provide a high quality learning environment, to improve techniques but above all to encourage enjoyment of the Marching Arts.
4. Set a good example to the young member.
5. Respect the opportunity given to the member.
6. Communicate with the Corps Director and/or his staff, keeping them informed about matters affecting the member.
7. Refrain from coaching or interfering with the coaching of the member during any rehearsal session as you have entrusted the member to us for his or her development.
8. When encouraging and supporting the member and the team do so in a calm and controlled manner.
9. If you have any concerns you are entitled to approach the Corps Director, his staff, or the Child Welfare Office and discuss any issues with them. If that doesn't bring the matter to a satisfactory conclusion you may refer the matter to the Board for their fullest attention.
10. Be punctual for the start and end of rehearsal sessions. The Corps Director and his staff are volunteers, please respect this by extending the courtesy of respecting the advertised start and finish times.

Child Welfare Officer is: Stephanie Friend (stephanie@thurrockmarchingbrass.org)

Chairman of the Board is: Paul Morgan (chairman@thurrockmarchingbrass.org)

Parent/Guardian Signature:..... Date:.....

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Dropping off and collecting of Young People

It is important you let us know:

Contact numbers for Parents/Carers with any alternative numbers if you are not contactable on the numbers provided. If these change please let us know. If you will be late in collecting your child/children and/or someone different will be collecting them, please let us know.

Late Collection

If a Parent/Carer is late the Corps will:

1. Attempt to contact the Parent/Carer and/or any alternative contact name/number and wait with the Young Person at the Corps with, wherever possible, other Staff/Volunteers or Parents.
2. Remind Parents/Carers of the policy relating to late collection and if Parents/Carers cannot be contacted, the Corps will report the situation to Social Services or the Police.

Transport

Parents should give written permission for their children to be taken to events by other parents and parents taking children to events should have comprehensive insurance.

Paul Morgan

Chairman

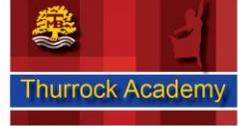
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Data Protection Policy

Thurrock Marching Brass

Last updated	31 October 2021
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Definitions

Charity	means Thurrock Marching Brass, a registered charity.
GDPR	means the General Data Protection Regulation.
Responsible Person	means Paul Morgan, Chairman.
Register of Systems	means a register of all systems or contexts in which personal data is processed by the Charity.

1. Data protection principles

The Charity is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;



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- d. 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;
- e. 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; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. 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.”

2. General provisions

- a. This policy applies to all personal data processed by the Charity.
- b. The Responsible Person shall take responsibility for the Charity's ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.
- d. The Charity shall register with the Information Commissioner's Office as an organisation that processes personal data.

3. Lawful, fair and transparent processing

- a. To ensure its processing of data is lawful, fair and transparent, the Charity shall maintain a Register of Systems.
- b. The Register of Systems shall be reviewed at least annually.
- c. Individuals have the right to access their personal data and any such requests made to the charity shall be dealt with in a timely manner.

4. Lawful purposes

- a. All data processed by the charity must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests ([see ICO guidance for more information](#)).
- b. The Charity shall note the appropriate lawful basis in the Register of Systems.



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2018 IMG Essex Youth Champions



an organisation from the community and for the community

Registered educational charity number 1138929
President: The Mayor of Thurrock

- c. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data. For this charity this opt-in consent forms part of the membership registration process.
- d. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the Charity's systems.

5. Data minimisation

- a. The Charity shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

6. Accuracy

- a. The Charity shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. Security

- a. The Charity shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

8. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Charity shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).

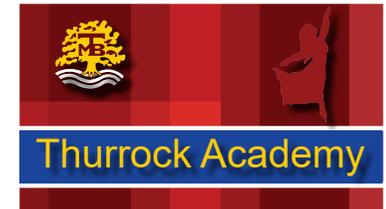
END OF POLICY



THURROCK MARCHING BRASS

Thurrock's premier marching and performing arts organisation

- 2011 & 2012 British Youth Band Association Cadet Class Championship Runners-up
- 2013 & 2016 British Youth Band Association Cadet Class Champions
- 2013 British Youth Band Association Cadet Class League Champions
- 2014 & 2019 Drum Corps United Kingdom Junior Class British Champions
- 2014 Guinness World Record Set for Longest Line of Fanfare Trumpeters (Valved Instrumentation)
- 2015 Winter Guard United Kingdom British Championships Cadet Class Bronze Medalist
- 2015, 2017 & 2018 Drum Corps United Kingdom Junior Class British Championship Runners-up
- 2015 Drum Corps Europe European Championships Junior Class 5th Place
- 2016 Soundsport Forest of Dean Silver Award
- 2017 IMG/Soundsport Forest of Dean Youth Champions
- 2018 IMG Essex Youth Champions



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Gift Aid

I am a UK Tax Payer

I am a UK Tax Payer and I want the organisation to treat as Gift Aid any subscriptions/donations from four years prior to the date on this form and any further subscriptions/donations until I notify you in writing otherwise

Are you a UK Tax Payer?

If you are then please put your tax to work for the members. Completing this form can increase your payments by almost £1 for every £3 you pay on subscriptions and donations. You must pay an amount of income tax and/or capital gains tax for each year (6 April one year to 5 April the next) that is at least equal to the amount of tax the organisation reclaim on your payments for that year.

Full Name _____

Signature _____ Date ___/___/___

Please return this form to a TMB official