

# Recruitment Guidelines



## Introduction

The recruitment of new players, committee members and other volunteers within brass bands can be challenging, time consuming and cause disruption to the band whilst someone is being found. It is therefore understandable that there are times when recruitment is completed with haste. However, in order to protect the band's future sustainability, as well as the members within it, those in charge of accepting new members/member into a new role should follow this process.

These guidelines are not intended to cause restrictive, time consuming processes that deter potential new members; they will however, provide support to develop an efficient method that ensures the safety of the band's assets (finances, equipment and members).

Some individuals will actively seek employment or voluntary work with children and young people in order to harm them. These guidelines differentiate between recruiting new band members who will not have additional responsibilities towards children and young people, and those who will (including the Musical Director). In these more specialist posts, it is suggested that additional rigour is required during the recruitment process.

1. The committee will identify the vacancy.
2. For posts that involve working with children, young people or adults at risk, the committee will consider whether the role requires a Disclosure and Barring check. This can be established by using the DBS check online tool which can be found here <https://www.gov.uk/find-out-dbs-check>. The advert should state whether a DBS check is required and the type of DBS check needed. If a DBS check is to be undertaken then, prior to this, the person should also be invited to complete a confidential declaration form which will give them the opportunity to list any criminal activity which may emerge during the course of the DBS check. The completed form should be submitted in a sealed envelope addressed to the person in charge of the recruitment process. The envelope should be marked 'confidential', and only be opened once the person has agreed to the DBS check being undertaken and is clear that they wish to proceed with the recruitment process.
3. The vacancy will be advertised to ensure fair equality in the recruitment process. They may invite a person or persons currently not known to the band to apply for the position in writing and/or undergoing an interview.
4. Selection
  - a) Selection of suitable candidate(s) by audition/interview

New members should be met prior to joining the band. This could be through interview, audition or invitation to attend a rehearsal. At this point, the role and expectations should be discussed with the individual alongside identifying previous experience and playing history. Previous bands may be contacted for a reference, typically means of a phone call rather than a formal written approach.

- b) Selection of suitable candidate for existing members entering new roles

Dependent on the role, there may be an informal discussion or interview with the applicant to gauge previous experience, current skill level and any training requirements needed to undertake the role.

5. If the committee is satisfied that the individual meets the requirements for the role in the band (and for new members, has an ethos that matches that of the band), then the position can be offered. Trial or probationary periods are a useful way to check whether the individual will meet the demands of the role, however, this should be used carefully with volunteer positions. If the role requires a DBS check, then the offer should be conditional on receipt of a satisfactory DBS check. On recruiting to the position, the committee should ensure the individual has access to the necessary policies and procedures to enable them to undertake their role successfully. This will include new member information if they are new to the band.

### **Process for recruitment to MD posts or other posts that involve work with children, young people or adults at risk**

Recruitment to these posts should be made using a more formal process than the recruitment of new band members who will not have a leadership role in relation to children, young people or adults at risk. Specifically, in addition to the application form, confidential declaration and DBS check, the recruitment and selection process should include a more formal interview and the seeking of references.

### **Safer Recruitment**

Our most important assets are the people who work/play in our band, whether paid staff or volunteers. A good recruitment and selection process will help us choose the best people for the job; people who are well suited to our organisation and who are less likely to harm children, intentionally or accidentally.

Whilst the Disclosure and Barring Service (DBS) plays an important part in supporting safe recruitment for positions of responsibility, they are only one aspect of recruiting, selecting and supporting people to work safely and appropriately with children and young people. On their own, official checks and vetting procedures will not be enough to protect children, and they need to be carried out in the context of a wider set of practices, such as those outlined in the BandSafe toolkit.

### **Concerns emerging from a Disclosure and Barring Service (DBS) check and/or confidential declaration**

If the DBS check or confidential declaration form reveals that the person is barred from undertaking the type or work with children or adults for which they have applied, then you are committing an offence if you allow them to do so. If, on the other hand, the checks reveal something about a person's history that is of concern, but falls short of indicating that the person is barred, we will review and decide whether or not to recruit that person into the role. This can be a daunting experience and one which may require support. Our Local Safeguarding Children Board, Safeguarding Adult Board or Local Authority can provide us with advice and guidance. Information about how to contact these agencies and sources of support is kept within the Band's Safeguarding Policy.

### **Version History**

<b>1.0</b>	<b>Initial issue</b>	<b>22 July 2020</b>
<b>2.0</b>	<b>Review</b>	<b>03 January 2025</b>