



# BandSafe

BandSafe #4

## **Recruitment guidelines**



# 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. It is therefore understandable that there are times when recruitment procedures are completed with haste. However, in order to protect the band's future sustainability, as well as the current members, those in charge of accepting new members or inducting a member into a new role should consider adopting a simple process for recruitment.

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. Your band should be committed to devising and implementing policies so that everyone accepts their responsibilities to safeguard children from harm and abuse. This means following procedures to protect children and to report any concerns about their welfare to appropriate authorities. The recruitment of members is a crucial part of your overall safeguarding.

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.

## Process for recruiting new members and for posts that do not involve working with children, young people or adults at risk

The committee should identify and advertise the vacancy. This will help to ensure fairness and equality in the recruitment process. It is good practice to invite applicants to apply for the position(s) by completing a standard application form, supplying references and undergoing an interview. If you are an 'auditioning' band, then you may wish to include this as a step in your recruitment process. Ensure that, as early as possible in the process, the potential new member is made aware of your code of conduct and your safeguarding and health and safety procedures and expectations. This may sound like an unnecessarily bureaucratic and formal process but it can be done in an approachable way, and can save a great deal of time and heartache later on.



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## Process for recruiting a Musical Director or other posts that involve working closely with children, young people and adults at risk

For roles that involve a degree of care or supervision of others, it is recommended that the committee employ the following process:

- Identify the terms of the position and develop a role description. Check whether the role is eligible for a DBS check and, if so, which type of check is needed. This can be established by using the DBS check online tool which can be found here <https://www.gov.uk/find-out-dbs-check>
- Consider the elements and detail of the interview process – e.g. you may decide to include running a rehearsal (or part of a rehearsal) when selecting a musical director or band leader. If you are an ‘auditioning’ band, then you may wish to include this as a step in your recruitment process.
- Prepare an information pack and advertise the position. This should include the role description, application form and self-disclosure form, information about the recruitment process, information about your band, a copy of your code of conduct and safeguarding policy, and a copy of your policy on the recruitment of ex-offenders – see <https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders>
- Whether or not the person(s) is/are already known to the band, perhaps as an existing member or connected to an existing member, always invite applicants to complete the application form and self-disclosure form and to supply references and ID.
- If an applicant is shortlisted for interview, seek references in advance and confirm those via email and telephone (or similar). If, after the interview, you decide to make an offer of the position, make sure that it is made clear that this is subject to satisfactory completion of the vetting process, including their DBS check, if eligible. You may also wish to consider the option of a trial period.

For further information, see NSPCC recruitment guidance on [safer recruitment](#).

**Please note: If requested to apply for a DBS check, applicants can obtain a DBS form(s) from Brass Bands England. Brass Bands England are a registered body for the Disclosure and Barring Service and offer to administer DBS forms for member bands free.**





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### 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 may be of concern, but falls short of indicating that the person is barred, your organisation will need to make its own decision about whether or not to recruit that person into the role. This can be a daunting experience and one which may require support. Your Local Safeguarding Children Partnership Board, Safeguarding Adult Board or Local Authority can provide you with advice and guidance. Brass Bands England will also support you with contacting the relevant agencies. Information about how to contact these agencies and sources of support should be kept within your band's safeguarding policy.

