



## **Burbage Band Recruitment Policy**

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, 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 must adopt a simple process for recruitment.

These guidelines are not intended to cause restrictive, time-consuming processes that deter potential new members; they do, 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 vulnerable adults to harm them. The band is 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 vulnerable adults, 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 committee/band members and for posts that do not involve working with children or vulnerable adults.**

The committee or musical director will 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, though we appreciate this isn't always possible.

Ensure that, as early as possible in the recruitment process, the potential new member is made aware of the band's code of conduct, safeguarding and health and safety procedures and expectations. They also need a copy of the membership guide and to complete and return a membership form.

Any new recruit also needs to be informed that their name and past band history will be searched on Google and social media and any issues or concerns arising will be addressed in accordance with the band's safeguarding/child protection policy.

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.

### **Process for recruiting a Musical Director or other posts that involve working closely with children or vulnerable adults.**

For roles that involve a degree of care or supervision of others, the committee employs 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 the band, a copy of the 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** – which can be found here - <https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment>

Recruitment Policy Adopted/Reviewed by committee on – Date – 04 September 2024.

