

# Denmead Brass - Recruitment Policy

## Introduction

The executive committee of Denmead Brass understand that the band's most important assets are the people who work/play in the band(s), whether paid or volunteers. This recruitment and selection policy aids the band in selecting the best people for the job – people who are well suited and committed to the Band's ethos & mission statement, and people who are less likely to harm children, intentionally or accidentally.

The executive committee of Denmead Brass are also aware that some individuals will actively seek employment or voluntary work with children and young people in order 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. This recruitment policy is a crucial part of the band's safeguarding policies.

This Policy differentiates between recruiting new band members who will not have additional responsibilities towards children and young people, and those who will (including the Musical Directors). In these more specialist posts additional rigour will be carried out during the recruitment process, and the Disclosure and Barring Service (DBS) may be used when deemed necessary. Whilst this plays an important part in supporting safe recruitment for positions of responsibility, it is 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 recruitment will be carried out in the context of a wider set of practices, as outlined in the band's Safeguarding Policies.

This policy is not intended to cause restrictive, time consuming processes that deter potential new members; but seeks to develop an efficient method that ensures the safety of the bands assets (finances, equipment and members).

## Process for Recruiting New Playing Members

New players are always welcome to join either the Training or Main band. For concerts and public events, the number of players performing is not generally limited. When entering certain contests, the band are limited to the number of players that can take part. The musical director(s) are responsible for selecting the line-up of the band on these occasions.

Wherever possible main band vacancies will be filled by promoting training band members who have reached the required standard. This is done on the advice of both the training and main band musical directors. When a playing role cannot be filled in this way the committee will advertise the vacancy to ensure fair equality in the recruitment process.

New members wishing to join the band are invited to attend appropriate rehearsals of either the training or main band for a trial period of 3 weeks. This enables the band to establish their previous experience and playing history and helps the new member settle in. During this period committee may contact their previous band for a reference, which may be by means of a phone call rather than a formal written approach.

After a successful trial period the individual will be invited to join the band on a permanent basis. They will be provided with the band welcome pack which outlines the bands safeguarding policies and procedures. They are also required to complete a membership form.

If the trial period is deemed unsuccessful, a member of the committee will inform the new player. The committee's decision is final.

## Process for recruiting existing members into specific roles

Members of the band are encouraged to assist in the smooth running of the band(s) by volunteering to be part of the committee, and/or fulfilling certain specific roles. Band members may fulfil more than one role when necessary. For Certain roles a Disclosure and Barring check and confidential declaration will be required.

These roles, the associated responsibilities and the level of DBS check required are described in the band's roles and responsibilities document as agreed by the committee.

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Members are elected to the committee at the Bands Annual General Meeting following the process outlined in the band's constitution. Members are then allocated to specific roles at the first committee meeting following the AGM. Dependent on the role, the committee may have an informal discussion with the member to gauge previous experience, current skill level and any training requirements needed to undertake the role.

Should someone with a specific role leave the band, and it does not need to be fulfilled by a committee member, other members of the band may be asked to volunteer to take up the role. Where necessary, training and DBS checks will be provided. If the role vacated requires the volunteer to be a member of the committee, they must first be elected by vote of the band's members. Alternatively, an existing member of the committee may take up the role until the next AGM.

### Process for recruiting Musical Director(s)

Should the need arise for a new Musical Director, the committee will advertise the vacancy to ensure fair equality in the recruitment process. They will invite applicants to provide details of their experience to the committee in writing and/or by interview. The applicant will be asked to conduct at least one rehearsal. The trustees will consider whether this role requires a Disclosure and Barring check by using the DBS check online tool at <https://www.gov.uk/find-out-dbs-check>.

The role description will state whether a DBS check is currently required, and the type of DBS check needed. If the committee and band members are satisfied that the individual meets the requirements for the role in the band then the position can be offered. If the role requires a DBS check, then the offer should be conditional on receipt of a satisfactory DBS check.

If a DBS check is to be undertaken then, prior to this, the person will also be invited to complete a confidential declaration which will give them the opportunity to list any criminal activity which may emerge during 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 applicant has agreed to the DBS check being undertaken and is clear that they wish to proceed with the recruitment process. The information will remain confidential and only acted upon by the person in charge of recruitment.

Once successfully recruited to a position, the committee will ensure the individual has access to the necessary policies and procedures to enable them to undertake their role successfully, including the bands welcome pack.

### Concerns emerging from a DBS check and/or confidential declaration

If a 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 the band's trustees will be committing an offence if it allows 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, the band's committee will make its own decision about whether or not to recruit that person in to the role. Where necessary support and guidance will be sought from, the Local Safeguarding Children Board, Safeguarding Adult Board or Local Authority. Information about how to contact these agencies and sources of support are kept within the band's safeguarding policy.

### Process for recruiting other posts

The band does not currently have any other posts that involve working with children, young people or adults at risk.

### Termination or dismissal

The committee reserve the right to terminate an agreement or dismiss a person from their role at any time. If it is deemed unfair, the committee decision can be challenged in writing.