



CITY OF BIRMINGHAM  
BRASS BAND

**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.

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 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).

The guidelines differentiate between recruiting new players, recruiting into roles which do not have additional responsibilities towards children and young people, and those which do have this responsibility. In these more specialist posts, it is suggested that additional rigour is required during the recruitment process.

## Process for recruiting new players

For all new adult members in bands which have, or are open to having, children:

- Check the ID of new adult band members. Ideally you need to see a photographic piece of government ID such as a driving licence or a passport as you need to be sure people are who they say they are.
- Provide them a copy of your Code of Conduct and Safeguarding policy.
- Ask them to fill out the Conduct Declaration form (see Appendix A).
- Tell them that you will carry out a Google search and social media search on them and do it!

The searches should be light touch and only looking for content that identify any incidents or issues that have happened, and are publicly available online, which do one of two things: calls into question the applicant's suitability to play in a band with children / adults at risk and/or causes harm to the reputation of your organisation. That means looking for content that evidences inappropriate or offensive behaviour, discrimination, drug or alcohol misuse and inappropriate photos or videos. It is good practice to ask the applicant beforehand if they want to disclose anything that might be found

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during a search. If anything is found in a search then the applicant should be given the opportunity to explain and the Safeguarding Risk Assessment Form should be completed (Appendix C).

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

In addition to the process for recruiting new players as set out above the following process should be followed: 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.

## **Process for recruiting for posts that involve regulated activity 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 (see Appendix B).
- 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 candidate is already known to the band, perhaps as an existing member or connected to an existing member, you need to always follow the process for recruiting new players: check ID; give out a copy of your Code of Conduct and Safeguarding Policy; ask them to fill out the Conduct Declaration form; carry out a Google and social media search.
- 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.
- 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.
- The DBS check must be carried out before the person starts in their role. Prior to a candidate

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completing a DBS form, it is good practice to ask them if they have any previous convictions which may appear on their DBS certificate. You should refer candidates to this link so they are aware of what they should disclose: <https://www.gov.uk/tell-employer-or-college-about-criminal-record>

- For further information, see NSPCC recruitment guidance on safer recruitment.

Please note: If a role is eligible for a DBS check then forms can be obtained here. Brass Bands England are a registered body for the DBS and we can administer forms for free for those in volunteer roles in our member bands. The DBS charge for checks for those in paid roles.

## **Concerns emerging from a Disclosure and Barring Service (DBS) check, Convictions which have been self-disclosed and/or the conduct declaration form**

If the DBS check, the self-disclosure of convictions or the conduct declaration form reveals that the person is barred from undertaking the type of 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.

Decisions about whether or not to employ someone whose vetting checks raised concerns should be made on a case-by-case basis. A risk assessment (see Appendix C) will help you work out whether they are suitable to work with children and young people.

You should only share information about an applicant's criminal record with those who need to know. The applicant should be told who in the organisation knows about his/her record. Past convictions might be a great source of anxiety and embarrassment for the person concerned, so you need to act with sensitivity and empathy.

**Sometimes a person's criminal history will mean that they are unsuitable to be a member of a band which is open to children. Where someone has a conviction for an offence against children or any offence involving violence against a person or a conviction for domestic abuse then they should not be permitted to join the band.**