

# Thoresby Colliery Band

## Recruitment Policy

*Created in conjunction with Brass Bands England*

Revised February 2020



### **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, the committee have adopted this process for recruitment.

This is not intended to cause a restrictive, time consuming processes that deters potential new members; instead they provide an efficient method that ensures the safety of the bands assets (finances, equipment and members).

Some individuals will actively seek employment or voluntary work with children and young people in order to harm them. Thoresby Colliery Band are committed to ensuring everyone accepts their responsibilities to safeguard children from harm and abuse through the implementation of their safeguarding policy. 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 this safeguarding policy.

### **Process for Recruiting New Members/Musical Director**

- The committee will identify and advertise any vacancies to ensure fair equality in the recruitment process.
- Any persons applying for a position will complete a standard application form and undergo an informal meeting/audition/interview/trial period (at the committee's discretion).
- The post of Musical Director or other posts that involve working with children, young people or adults at risk, may be subject to a Disclosure and Barring check (DBS).
- The role description will 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 will 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 secretary. 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.
- When recruiting existing members in to a new role, the committee will consider whether a Disclosure and Barring check and confidential declaration (see above) is required.
- Upon appointment to the position the committee will ensure the individual has access to the necessary policies and procedures to enable them undertake their role successfully. This will include new member information if they are new to the band.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 19th February 2020

Signed:



Elizabeth Pearce - Band Welfare Officer