



Chapter 4: Recruitment Guidelines

Introduction

The recruitment of new players, trustees, committee members and other volunteers within brass bands can be challenging, time consuming and cause disruption to the band. In order to protect the future sustainability of the band, as well as the current members, those in charge of accepting new members or inducting a member into a new role have adopted a simple process for recruitment.

Some individuals will actively seek employment or voluntary work with children and young people in order to harm them. Swineshead Silver Band is committed to ensure 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.

Process for recruiting new players

Swineshead Silver Band is open to having children as playing members of the band, consequently all new adult members should provide the following:

- Check the ID of new adult band members. Ideally a photographic piece of government ID such as a driving licence or a passport to be sure people are who they say they are.
- Fill out the Conduct Declaration form.

Actions to be taken by Swineshead Silver Band:

- Provide new members with access to Swineshead Silver Band's Bandbook
- Ask the applicant beforehand if they want to disclose anything that might be found during a search.
- Carry out a Google search and social media search on new members.
- 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.

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 Swineshead Silver Band's Committee will identify and advertise the vacancy to ensure fairness and equality in the recruitment process.

- Invite applicants to apply for the position(s) by completing a standard application form, supplying references and undergoing an interview.



Recruitment guidelines 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, Swineshead Silver Band's Committee will 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.
- 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
- Whether or not the candidate is already known to the band, perhaps as an existing member or connected to an existing member, Swineshead Silver Band will always follow the process for recruiting new players: check ID; give out a copy of your Code of Conduct and Safeguarding Policies; ask applicants 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. Swineshead Silver Band may decide to include running a rehearsal (or part of a rehearsal) when selecting a musical director or band leader.
- If an applicant is shortlisted for interview, Swineshead Silver Band will seek references in advance and confirm those via email and telephone. If, after the interview, Swineshead Silver Band decides to make an offer of the position, this will be subject to satisfactory completion of the vetting process, including their DBS check, if eligible and completion of a trial period.
- The DBS check is to be carried out before the person starts in their role.
- Applicants are to be asked to complete the Conduct Declaration Form (Document 4.1)



Eligibility for DBS checks

By law, DBS checks can only be carried out on people in eligible roles. Swineshead Silver Band will use the table below to decide on the right level of check for its members. (Further clarification. Can be obtained by emailing safeguarding@bbe.org.uk)

Regulated activity with children eligibility for Enhanced DBS check with a Children's Barred List Check.			
Role or activity	More than 3 days in a 30 day period.	Once overnight with opportunity for contact between 2am and 6 am	Anyone carrying out any of these activities would be eligible for an Enhanced DBS check with a Children's Barred List Check
Unsupervised teaching, training, and instruction e.g. conductor, MD, leader, tutor, teacher	Yes	Yes	
Unsupervised caring for or supervising e.g. chaperone, supervising adult, safeguarding officer	Yes	Yes	
Providing advice or guidance on physical, emotional or educational wellbeing e.g. youth worker, mentor	Yes	Yes	
Driving children under arrangement	Yes	Yes	
Day-to-day managers of staff in regulated activity e.g. committee members who are directly responsible for managing those who are carrying out regulated activity			

Work with children which is not regulated activity eligibility for Enhanced DBS check	
Role or activity	
Anyone carrying out regulated activity but less than 3 times in 30 days	Anyone carrying out any of these activities would be eligible for an Enhanced DBS check
Supervised teaching, training, instruction, caring for or supervising of children	
Trustee of a children's charity	

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