

# **RECRUITMENT POLICY**

## **Introduction**

This policy is to provide support and give guidelines to recruitment and is not intended to cause restrictive, time consuming processes that deter potential members, but instead ensure the safety of the bands assets and members.

Oxted Band recognise that some individuals will actively seek employment or voluntary work with children and young people in order to harm them. We, as a band are 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 our safeguarding policy.

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

When recruiting new members, the committee should identify and, where relevant advertise the vacancy to ensure fair equality in the recruitment process. This may invite a person or persons currently not known to the band to apply for the position by contacting the band directly.

In relation to a Musical Director post or other posts that involve working with children, young people or adults at risk, the Safeguarding Officer or another appropriate member of the committee will carry out an ID check and consider whether this role requires a Disclosure and Barring check. The role description should state whether a DBS check is required and the type of DBS check needed. If a DBS check is required, this will be undertaken prior to the role starting. There will also be an internet search carried out on the individual.

## **Process for recruiting existing members into a new role**

When recruiting existing members into a new role, the band should produce a role description if it is felt appropriate, as agreed by the committee. The committee should also carry out internet searches on the individual and consider whether a Disclosure and Barring check is required.

## **Recruitment process for roles that do not involve work with children, young people or adults at risk**

New members should be met prior to joining the band, usually through invitation to a rehearsal. At this point, if appropriate then a member of the committee will discuss the role and expectations with the individual and identify previous experience and playing history.

If the committee are satisfied that the individual meets the requirements for the role in the band (and for new members, has an ethos that matches that of the band) then a position can be offered. If the role requires a DBS check, then the offer should be conditional on receipt of a satisfactory DBS check. On recruiting to the position the committee should 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.

### **Process for recruitment to MD posts or other posts that involve work with children, young people or adults at risk**

Recruitment to these posts should be made using a more formal process than the recruitment of new band members who will not have a leadership role in relation to children, young people or adults at risk. Specifically, in addition to the application form, confidential declaration and DBS check, the recruitment and selection process should include a more formal interview and the seeking of references.

### **Concerns emerging from a Disclosure and Barring Service (DBS) check and/or confidential declaration**

If the 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 under no circumstances is that individual to be successful in their application. 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 Safeguarding officer and other appropriate committee members will need to make the decision about whether or not to recruit that person into the role. They may wish to contact the Local Safeguarding Children Board, Safeguarding Adult Board or Local Authority for advice and guidance.

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Next Review Due: November 2027