



St Albans City Band

Recruitment Policy

Note: This policy has been drawn in line with guidance from Brass Bands England's Bandsafe programme.

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St Albans City Band Recruitment Policy

Purpose and overview

This policy has been prepared in accordance with the Brass Bands England Bandsafe guidance (<https://www.bbe.org.uk/bandsafe-resources>)

St Albans City Band ('the band') is committed to devising and implementing policies so that everyone accepts their responsibilities to safeguard children from harm and abuse, as set out in the band's safeguarding policy. This means following procedures to protect children and to report any concerns about their welfare to appropriate authorities. Recruitment is a crucial part of our overall safeguarding, since some individuals will actively seek employment or voluntary work with children and young people in order to harm them.

The recruitment procedures in this policy differentiates between recruiting new players, recruiting into paid/voluntary roles which do not have additional responsibilities towards children and young people, and those roles which do have this responsibility. In these more specialist posts, 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, the band's safeguarding officer or a committee member will:

- Check the ID of new adult band members. Ideally a photographic piece of government ID such as a driving licence or a passport
- Provide the new member with a copy of your Code of Conduct and Safeguarding policy.
- Ask them to fill out the Conduct Declaration form (see **Appendix A**).
- Inform the member that the band will carry out a Google search and social media search on them, which will then be carried out by the band's safeguarding officer or a committee member.
- The searches will 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 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 during a search. If anything is found in a search then the applicant should be given the opportunity to explain and the band will then complete a safeguarding risk assessment to determine how to proceed.

Process for recruiting for paid or voluntary roles 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.

Process for recruiting for paid or voluntary roles that involve working with children, young people or adults at risk

For roles that involve a degree of care or supervision of others, the band will follow 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. The information should include:
 - Information about the band and the role description
 - Details of how to apply, e.g. CV and covering letter
 - The conduct self-disclosure form (Appendix A)
 - Information about the recruitment process
 - Links to the band's code of conduct, recruitment and safeguarding policies
- Whether or not the candidate is already known to the band, perhaps as an existing member or connected to an existing member, the band should always follow the process for recruiting new players as outlined earlier in this policy.
- The committee will consider the elements and detail of the interview process – e.g. 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, the band will seek two written references in advance and confirm those via email and telephone (or similar).
- If, after the interview, the band decides to make an offer of the position, the band will make sure that it is made clear that this is subject to satisfactory completion of the vetting process, including DBS check, if eligible.
- The band may 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 completing a DBS form, it is good practice to ask them if they have any previous convictions which may appear on their DBS certificate. The band will 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>

Procedure for 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 the band will not allow the appointment to proceed.

If the checks reveal something about a person's history that may be of concern, but falls short of indicating that the person is barred, the band will make its own decision about whether or not to recruit that person into the role. Decisions about whether or not to employ someone whose vetting checks raised concerns should be made on a case-by-case basis. The band will use the Brass Bands England risk assessment framework and may consider taking expert legal advice.

The band will only share information about an applicant's criminal record with those who need to know. The applicant will 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, and the band will act with sensitivity and empathy.



Appendix A: Conduct self declaration form

Have you ever been known to any children's services department or police as being a risk or potential risk to children? Yes No

If yes, please provide further information: _____

Have you ever been dismissed for misconduct from any paid or voluntary position previously held by you? Yes No

If yes, please provide further information: _____

I agree to inform St Albans City Band (safeguarding@stalbandsband.co.uk) within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. Yes

By signing below, I confirm that the information I have provided on this form (or attached) is accurate. I understand that this information will not necessarily prevent me from being employed or appointed, and that I will be given an opportunity to discuss any concerns that the band has before it a final decision on my suitability for the role is made.

Signature:

Date: