

Recruitment guidelines

Throughout this document, the term 'band' or 'Newark Town Band' means Newark Town Band and Newark Town Training Band.

Process for recruiting new players

For all new adult members in the band:

- Check the ID of new adult band members. Ideally by means of a photographic piece of government ID such as a driving licence or a passport - we need to be sure people are who they say they are.
- Provide them a copy of the Code of Conduct and Safeguarding policy.
- Ask them to fill out the Conduct Declaration form (see Appendix A).
- Tell them that we 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 our 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 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.

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, the committee shall 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/db-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, we need to always follow the process for recruiting new players: check ID; give out a copy of our Code of Conduct and Safeguarding Policy; ask them

Recruitment guidelines

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. we 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, seek references in advance and confirm those via email and telephone (or similar). If, after the interview, we 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. 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, ask them if they have any previous convictions which may appear on their DBS certificate. 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 from Brass Bands England. Brass Bands England are a registered body for the DBS and 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 or work with children or adults for which they have applied, then we are committing an offence if we 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, we will need to make our 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) can help us work out whether they are suitable to work with children and young people.

We 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 we 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 or vulnerable adults. 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.

Recruitment guidelines

Appendix A: Conduct 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 Newark Town Band 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 in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my suitability for the role.

Signature:

Date:

Name:

Recruitment guidelines

Appendix B: Eligibility for DBS checks

The law does not say when a Standard, Enhanced, or Enhanced with Barred List(s) DBS check 'must' be carried out, but it does specify when a DBS check 'can' be applied for. Organisations may produce their own guidance stating when they want DBS checks to be requested, but this guidance must comply with the law that allows a DBS check to be applied for.

By law, DBS checks can only be carried out on people in eligible roles. We hope that by using the table below your organisation will be able to decide on the right level of check for its members. Please do email safeguarding@bbe.org.uk if you need further clarification.

Please use these tables to decide who in your organization is eligible for a DBS check and the level of check they should have.

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 6am.	
Unsupervised teaching, training, and instruction e.g. conductor, MD, leader, tutor, teacher	Yes	Yes	Anyone carrying out any of these activities would be eligible for an Enhanced DBS check with a Children's Barred List Check.
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	No	
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			

Recruitment guidelines

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	

Recruitment guidelines

Appendix C: Safeguarding Risk Assessment Form

This form has been designed for use to assess safeguarding risk for example: where convictions are disclosed prior to a DBS check; appear on a DBS certificate; are disclosed on a conduct declaration form. The form should be used to assess the suitability of an applicant for their proposed position and for those already in position.

Position Applied For: _____ Level of DBS check: _____

Risk Assessment undertaken by: _____ Date _____

	Offence	Details and Date

Recruitment guidelines

Discussion between Assessor and Applicant

Question	Applicable	Applicant Explanation/Comments
Did the applicant declare the matters on the DBS application form and / or the personal application form and or at interview? If not why not?	Yes / No If no, why not?	
Does the individual agree that the information detailed on the DBS certificate is correct?	Yes / No If no, why not?	
Does the individual regret the matter(s) or what is their attitude towards the matters now?	Yes / No Please explain	

Recruitment guidelines

Would they do anything differently now?	Yes / No Please explain	
Have the individual's circumstances changed since the conviction? E.g. location, friends, partner, education?	Yes / No Please explain	
Are there any mitigating circumstances? (E.g. peer pressure, financial need or lack of judgement)	Yes / No Please explain	

It would be good practice for 2 people to be present when the discussion takes place. These two people should then independently come to a decision on the risks presented (please see the next page for other things to consider), any steps that could be taken to mitigate the risks and whether the risks mean the applicant is not suitable to carry out their role. Their decision should then be presented to the band chair.

Recruitment guidelines

Other things to consider include:

- the nature of the offence and its seriousness
- the relevance of the offence to other staff, volunteers, children and their families the length of time since the offence took place
- the length of the sentence
- whether the offence was an isolated incident or part of a pattern or history of offending the circumstances which led to the offence being committed
- whether these circumstances have changed (if so, do these changes increase or reduce the likelihood of similar offences happening in future?)
- whether the individual has changed since the offence (if so, what has led to the change and does this reduce or increase the likelihood of them committing further offences?)
- the level of remorse expressed by the applicant and/or any efforts to change whether the new role provides opportunities to re-offend
- any legal constraints relevant to the role, for example if the person has lost their driving licence and the role requires driving.