



# **City of Bristol Brass Band**

## **with City of Bristol Community Brass Band**

### **RECRUITMENT GUIDELINES**

These guidelines are not intended to cause restrictive, time consuming processes that deter potential new members; they will however, provide support to develop an efficient method that ensures the safety of the band's assets (finances, equipment and members).

#### **Process for new members**

The band has an open policy whereby any brass or percussion player deemed to be of a suitable standard by the Musical Director and Committee can join the band and perform at concerts. This open player policy allows 1 additional player per team over and above the standard contesting band. Therefore, 5 euphonium/baritones or 7 back row cornets (including sop and rep) for example. The band's open player policy also states that any new playing member will not displace an existing member for contests, with the following exception. It is expected that an existing player will maintain an acceptable standard to retain their position as part of the contest band. The acceptable standard will be relative to the level at which the band aspires at any given time, typically the nationally recognised section in which the band competes. The decision resides with the Committee who will consult with the Musical Director as appropriate.

City of Bristol Brass Band welcomes new members, irrespective of personal circumstances, background, religion, ethnic origin or any disabilities. Applications can be made via the contact page on our website. Applicants will be invited to play with the band for three rehearsals before being asked to pay any subscriptions. This gives both parties the chance to establish whether or not they have chosen the right band to join. At their first rehearsal they will be given an introduction leaflet which distils salient and important information to be aware of prior to becoming a full member. Once a new member fully joined, they will be given the main Welcome Pack which outlines everything they need to know about the ethos of the band, who the key personnel are, what the band's expectations are of all members and access to all the band's policies.

#### **Process for Musical Director of City of Bristol Brass Band (not including the Community Band)**

The committee should identify and 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 and undergoing an audition and interview. Post audition, the attending band members at that/those audition(s) will be invited to pass on any comments they may have to the committee, after which the final decision over the appointment rests with committee. In relation to a Musical Director post or other posts that involve working with children, young people or adults at risk, the committee should consider whether this role requires a Disclosure and Barring check. This can be established by using the DBS check online tool which can be found here

<https://www.gov.uk/find-out-dbs-check>. If a DBS check is to be undertaken then, prior to this, the person should 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 person in charge of the recruitment process. 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.

**Process for recruitment to MD 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.

**Safer Recruitment**

The bands most important assets are the people who work/play in the band, whether paid staff or volunteers. A good recruitment and selection process will help choose the best people for the job – people who are well suited to the organisation and who are less likely to harm children, intentionally or accidentally.

Whilst the Disclosure and Barring Service (DBS) plays an important part in supporting safe recruitment for positions of responsibility, they are only one aspect of recruiting, selecting and supporting people to work safely and appropriately with children and young people. On their own, official checks and vetting procedures will not be enough to protect children, and they need to be carried out in the context of a wider set of practices.

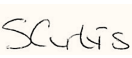
**Concerns emerging from a Disclosure and Barring Service (DBS) check and/or confidential declaration**

If the DBS check or confidential declaration form reveals that the person is barred from undertaking the type of work with children or adults for which they have applied, then the band is committing an offence if you allow them to do so. 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, your organisation will need to make its own decision about whether or not to recruit that person in to the role. This can be a daunting experience and one which may require support. Your Local Safeguarding Children Board, Safeguarding Adult Board or Local Authority can provide you with advice and guidance. Information about how to contact these agencies and sources of support is found within the band's safeguarding policy.

**Monitoring and review**

These guidelines will be reviewed every three years.

Signed by (Print): .....Sara Curtis (Chairperson) .....

Signed by (Signature): .....  .....

Date: .....11 November 2024.....