

# Llandudno Town Band Recruitment Guidelines

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The recruitment of new players, committee members and other volunteers within a brass band can be a challenge and it is understandable that there are times when recruitment is completed in haste.

All members have a duty to support the committee in filling any vacancies which are currently available within the band.

However, whilst it is necessary to protect the band's future sustainability, it is also necessary to protect the members within it, as there are individuals who will actively seek employment or voluntary work with children or adults at risk in order to harm them.

The safe recruitment of band members is therefore an essential part of the Band's Safeguarding policy.

These guidelines differentiate between recruiting new members (or existing members into a new role) who will have additional responsibilities towards children and adults at risk, and those who will not.

## **Process for recruitment of Musical Director or other posts that involve work with children or adults at risk.**

- It must be made clear from the outset that the candidate will be required to undergo an Enhanced Disclosure and Barring Service check should they be offered the post.
- If the candidate is not known to the band, a preliminary interview should take place to establish relevant experience and background. This would enable initial informal enquiries to be made about them and their suitability.
- The candidate should be invited to a rehearsal which would also be an opportunity to fully discuss the role and the expectations on both sides.
- Following a more formal interview, if the position is offered to the candidate, references should be sought and checked. The candidate should not be left unsupervised with children or adults at risk until all necessary checks have been made.
- Any concerns arising from the DBS check or by means of a confidential declaration by the candidate, must be addressed by the Committee for a decision to be made as to whether or not to recruit that person to the role. Advice and guidance on this can also be obtained from the LADO (Local Authority Designated (or Duty) Officer) or North Wales Safeguarding board.

## **Process for recruitment of new members who will not be involved in work with children or adults at risk.**

- The band is committed to fairness and equality in its recruitment processes and will welcome new members of all abilities.
- In the case of a person not known to the band, they will be invited to a rehearsal followed by an informal chat with a Committee member to identify any expectations or requirements they may have.
- Should any new members or existing ones wish to move to a role which involves work with children or adults at risk, then they will be subject to the same checks as in the previous paragraph.

For both types of new member recruitment, it is worth considering a trial or probationary period, at the end of which a review may help identify and deal with any initial problems.