Cheltenham Silver Band

Recruitment Guidelines – June 2026

Recruitment Guidelines Introduction:

The recruitment of new players, committee members and other volunteers within brass bands can be challenging, time pressured and cause restrictions and limitations to the band whilst someone is being found. It is, therefore understandable that there are times when recruitment is completed with haste. However, in order to protect the band's future sustainability as well as the members within it, those in charge of accepting new members and a member in to a new role should consider developing a simple process for recruitment. 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 bands assets, including finances, equipment and ALL members.

Some individuals will actively seek employment or voluntary work with children in order to harm them. Your band should be 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 this safeguarding policy.

These guidelines differentiate between recruiting new band members who will not have additional responsibilities towards children and young people, and those who will (including the Musical Director). In these more specialist posts, it is suggested that additional rigour is required during the recruitment process.

Process for recruiting new members and for posts that do not involve working with children, young people or adults at risk 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. the potential new member is made aware of your code of conduct and your safeguarding and health and safety procedures and expectations. This may sound like an unnecessarily bureaucratic and formal process but it can be done in an approachable way, and can save a great deal of time and heartache later on.

Process for Recruiting New Members / MD:

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. In relation to a Musical Director post, the committee should consider whether this role requires a DBS 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 The role description should state whether a DBS is required.

Process for recruiting existing members in to a new role:

Consider the role that is required, and the expectations of that role. Should the role be required to take on a level of responsibility then the band should produce a role description which has been agreed by the committee. The committee will be required to consider whether a Disclosure and Barring check is required. This can be established by using the DBS Check online tool which can be found here https://www.gov.uk/find-out-dbs-check The role description should state whether a DBS is required. Once the role has been agreed this should be advertised.

Selection of suitable candidate(s) by audition/ interview

New members should be met prior to joining the band. This could be through invitation to a rehearsal. At this point discuss the role and expectations with the individual. Identify previous experience and playing history. This would be a good opportunity to contact the previous band for a reference. This could be completed by means of a phone call rather than a formal written approach.

Selection of suitable candidate for existing members entering new roles

Dependent on the role you may wish to have an informal discussion or interview with the member to gauge previous experience, current skill level and any training requirements needed to undertake the role.

Offer the position

If the committee are satisfied that the individual meets the requirements for the band and for new members, has an ethos that matches that of the band then the position can be offered. Trial or probationary periods are a useful way to check whether the individual will meet the demands of the role, however, this should be used carefully with volunteer positions. 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.

Bands can obtain a DBS form from Brass Band England which is free of charge to member bands and provided at a cost to non-members.

Safe Recruitment

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

Whilst the Disclosure and Barring Service (DBS) play 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 such as those outlined in the BandSafe toolkit.

Concerns emerging from a Disclosure and Barring Service (DBS) check

If the DBS check reveals something about a person's history that is of concern, your organisation will need to make a 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's Board can provide you with advice and guidance. Information about how to contact these are kept within our safeguarding policy.