



Pontardulais Town Band

Recruitment Guidelines



1.Process for recruiting new members and for posts that do not involve working with children, young people or adults at risk.

- 1) The committee in consultation with the MD will identify and advertise the vacancy.
- 2) Potential members will be invited to supply information to nominated committee members on their past experiences and musical background.
- 3) Potential members to be made aware of the band code of conduct and safeguarding and health and safety procedures and expectations.
- 4) Potential members to submit essential personal and emergency contact details to the band.
- 5) Potential members should be invited to the band for up to 6 trial rehearsals.
- 6) Discussion between nominated committee members and MD to determine suitability of potential member for the band.
- 7) If successful, the potential member will be invited to join and given a membership form, welcome pack and access to all band policies and communication groups.

2. Process for recruiting a Musical Director or other posts that involve working closely with children, young people and adults at risk.

- 1) Identify the terms of the position and develop a role description.
- 2) Check whether the role is eligible for a DBS check and, if so, which type of check is needed. This can be established by using the DBS check online tool.
- 3) Consider the elements and details of the interview process – e.g. include running a rehearsal (or part of a rehearsal) when selecting a musical director or band leader.
- 4) Prepare an information pack and advertise the position. This should include the role description, application process details (CV and covering letter), information about the recruitment process, information about your band, a copy of your code of conduct and safeguarding policy.
- 5) Whether or not the person(s) is/are already known to the band, perhaps as an existing member or connected to an existing member, always invite applicants to complete the application details (CV and covering letter) and to supply references and ID.
- 6) If an applicant is shortlisted for an interview, seek references in advance and confirm those via email and telephone (or similar). If, after the interview, you 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.
- 7) The Band may also wish to consider the option of a trial period.