



Chalfont Wind Band - Recruitment policy for individuals in key roles

The band advertises vacancies for Director of Music or Assistant Director of Music and players, as and when required. Vacancies will be advertised to band members; on the band's website; via Making Music; through social media and any other suitable channels.

If an applicant is shortlisted and interviewed for a key role in the band, we will seek references in advance and confirm those via email and telephone (or similar). Any offer of the position will be subject to the satisfactory completion of the vetting process, including a DBS check.

The DBS check will be carried out before the person starts in their role. Prior to a candidate completing a DBS form, we will ask them if they have any previous convictions which may appear on their DBS certificate. We will 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>

Safeguarding Risk Assessment Form

This form has been designed to assess safeguarding risk for example: where convictions are disclosed prior to a DBS check; appear on a DBS certificate; or are disclosed on a conduct declaration form. The form will 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	Date



Chalfont Wind Band - 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 the 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: _____