

Recruitment Policy

For the purposes of this document, Salisbury Area Young Musicians (SAYM) includes Friends of Salisbury Area Young Musicians (FSAYM) and FSAYM Ltd except where specifically stated.

1 Intended outcomes of this policy

- To maintain equality of opportunities, appropriate confidentiality and fairness throughout the organisation.
- To ensure that any known reasons for concern about an individual are brought to light before they have access to children and young people in connection with SAYM.
- To ensure that we make the right recruitment decisions, taking all possible steps to avoid potential abusers working or volunteering with SAYM.

2 Process for recruitment of ensemble leaders and tutors

- The SAYM web site and information sent out to people interested in contracting with SAYM clearly states that thorough checks are carried out, including references and DBS.
- Individual contractors or volunteers (working directly with children) can come to SAYM through unsolicited approaches, through recommendation or through active recruitment. The SAYM Manager (who is also the Designated Safeguarding Lead (DSL)) must be informed as soon as there is a decision to consider using them.
- Applicants are sent information on working for SAYM including relevant Service Level Agreement and asked to provide a CV and any supplementary information covering qualifications, work history and any other relevant experience (particularly experience with the age group/needs they are expected to work with), plus why they want to do the work.
- The SAYM Manager and Administrator will check for any gaps in work history, for honesty and accuracy of the information (e.g. cross checking web links, contacting people who can verify information).
- The SAYM Manager and/or a FSAYM Ltd Director will arrange to interview potential contractors, and report their conclusions on suitability to the Directors of FSAYM Ltd.
- The SAYM Manager and Administrator will follow up references specifically:
 - a) checking if the referee has seen them working with children and/or young people and their view on their suitability;
 - b) if the referee is aware of any information whatsoever that might

indicate they are NOT suitable for work with children or young people.

- A DBS check or update service check will be carried out at the highest level eligible for the work to be carried out – the number, date and verification details are recorded.
- The DSL will review all available evidence, make any additional checks if needed, and sign off the applicant as suitable to work with SAYM.
- Any restrictions on the context in which the applicant is expected to work will be reported to the SAYM manager and the contractor with direct supervision responsibility.
- The SAYM Manager will conduct an induction process.
- The primary purpose is to check the applicant has read policies, understand basics and to test out confidence that they would inform management or Directors if there was an issue of concern.
- The outcome of the recruitment process will be recorded in the individual HR record.

All contractors are expected to have completed accredited basic level safeguarding training and full SAYM induction (a higher level for the SAYM Manager).

3 Process for recruitment for (supervised) volunteers and helpers,

- Applicant meets for informal discussion with administrator / director / manager.
- SAYM Manager is then informed.
- Volunteer completes application form and reference, and signs that they have read the FSAYM child protection policy.
- Induction: as for 2, above, and here includes checking volunteers understand their role.
- Group leaders to be aware which volunteers in their groups should be supervised.

4 Process for recruitment of directors of FSAYM

- Applicant meets for informal discussion with a director or SAYM manager.
- Applicant attends up to 2 board meetings as an observer. The FSAYM charity constitution and articles of association are shared with them.
- Current directors decide on appointment (based on accompanying CV and informal discussion).
- Before an appointment is made relevant checks including DBS and reference checks are carried out.

5 Monitoring and review of the Policy

This policy will be monitored by FSAYM Ltd and reviewed annually.

6 Information and resources

SAYM will ensure that the content of this policy is available to all contractors and volunteers trustees, committee members and parents and their young musicians.

This policy will be held on the SAYM Website.

This policy last reviewed on:

01 November 2022