Recruitment Policy

This policy will be reviewed biennially. Last review 23/10/2025

For the purposes of this document, Wiltshire Young Musicians (WYM) includes WYMT Ltd and the Committee members acting on behalf the trustee.

1 Intended outcomes of this policy

Our recruitment processes do everything possible to minimise safeguarding risks. This includes:

- Deterring any potential abusers from attempting to work or volunteer with WYM
- Ensuring 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 WYM
- Maintaining equality of opportunities, appropriate confidentiality and fairness throughout the organisation
- Ensuring that we make the right recruitment decisions, taking all possible steps to avoid potential abusers working or volunteering with WYM

2 Recruitment process:

- Any job advert or information sent out to people interested in contracting with WYM clearly states that thorough checks are carried out, including references and DBS
- Individual contractors or volunteers (working directly with children) can come to WYM through unsolicited approaches, through recommendation or through active recruitment. The Executive Director and the Designated Safeguarding Lead must be informed as soon as there is a decision to consider using them
- Applicants are sent information on working for WYM 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 Executive director, Musical Director 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 Musical Director, Executive Director and Committee member will meet the applicant for an informal discussion about the work and their suitability and report their conclusions to the Committee of WYMT Ltd

- The Musical Director 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 WYM.
- Any restrictions on the context in which the applicant is expected to work will be reported to the Executive Director, Designated safeguarding lead and the contractor with direct supervision responsibility
- The Musical Director and/or Executive Director 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 WYM induction (level 3 for the Designated Safeguarding lead)

3 Information and resources

WYM will ensure that the content of this policy is available to all contractors and volunteers, committee members and parents and their young musicians.
This policy will be held on the WYM Website.

4 Monitoring and review of the Policy

This policy will be monitored by WYMT Ltd (and committee members acting on behalf WYMT Ltd) and reviewed biennially.