

Uckfield Concert Brass

Policy on the recruitment of ex-offenders

- As an organisation assessing players and volunteers' suitability for positions in the band which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order¹ using criminal record checks processed through the Disclosure and Barring Service (DBS) Uckfield Concert Brass complies fully with the code of practice² and undertakes to treat all applicants for positions fairly.
- Uckfield Concert Brass undertakes to not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Uckfield Concert Brass can only ask an individual to provide details of convictions and cautions that Uckfield Concert Brass are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- Uckfield Concert Brass can only ask an individual about convictions and cautions that are not protected.
- Uckfield Concert Brass is committed to the fair treatment of its players and volunteers or users of its service regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- Uckfield Concert Brass has a written policy on the recruitment of ex-offenders which is made available to all DBS applicants at the start of the auditioning or recruitment process.
- Uckfield Concert Brass actively promotes equality of opportunity for all with musical talents, skills or potential and welcomes applications to the band from a wide range of candidates including ex-offenders.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has shown that one is both proportionate and relevant to the activity concerned i.e. the coaching of minors in the brass starter group. Any adult player who wishes to work with the teaching of minors will be made aware that a DBS check will be undertaken.
- Uckfield Concert Brass ensures all those within the band who are involved in the teaching of minors have been suitably trained to identify and assess the relevance and circumstances of offences.
- Uckfield Concert Brass also ensures that members have received appropriate guidance and training in the relevant legislation relating to the engagement of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974¹
- The committee of Uckfield Concert Brass will ensure that an open discussion takes place on the subject of any offences or other matters that might be relevant to the individual taking up a position in the band.
- Uckfield Concert Brass makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice² and make a copy available on request.
- Uckfield Concert Brass undertakes to discuss any matter revealed on a DBS check with the individual concerned and a decision will be made by the committee about the suitability of player or volunteer to join the band.

References

1. <https://www.legislation.gov.uk/ukxi/1975/1023/contents/made>
2. <https://www.gov.uk/government/publications/dbs-code-of-practice>