



The Music Box Yorkshire CIC

Recruitment Training and Volunteer Policy

Daniele De Lissandri and Kate Frazer (managing directors) manage recruitment on behalf of The Music Box. Before we advertise a position (paid or volunteer posts), we will review the job description. We will decide at this stage if the new recruit will have unavoidable substantial access to children (i.e., anyone under 18).

If the post contains unavoidable substantial access to children – whether permanent, temporary (for more than 10 days), full time or part time, applicants must complete a special application form, which does the following:

- Draws attention to the Rehabilitation of Offenders (Exceptions) (Amendments) Order (NI) 1979 as amended by the Rehabilitation of Offenders (NI) 1987). This Order states that convictions that are ‘spent’ under the terms of the Rehabilitation of Offenders (NI) Order 1978 must be revealed by an individual if he or she will be working with children or young people. This allows employers to take spent convictions into account in deciding whether to employ the applicant.
- Ask applicants to list any convictions, cautions etc they may have.
- Asks for the applicant’s written consent for the police to check the existence and content of any criminal record they may have through an enhanced DBS check to ensure an individual’s suitability to work with children.
- Points out that if an applicant refuses to grant consent for such checks, this would be sufficient grounds for us not to consider their application any further.
- Once we have completed the interviews, we will make the relevant checks after the applicants have been recommended for appointment, but before they are appointed to post.

References

We will ask for at least two referees who are not family members. Referees will be informed that the post entails access to children, and be asked directly about the applicant’s suitability for work with children.

Identification

We will ask all those applicants who have to complete the DBS check to produce evidence of their identity; e.g. Passport, photo ID or a full birth certificate and evidence of current address. This is important as DBS can only make thorough checks if the person’s identity is confirmed.



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Agency staff

Any employment agency supplying us with temporary staff to cover posts with unavoidable substantial access to children, must carry out the necessary DBS checks on our behalf to ensure their suitability for working with children.

Volunteers

Where we employ individuals as volunteers to work unpaid on our projects or at our events, where there is access to children and/or vulnerable people, we adopt the following procedures:

- Consider the skills needed for the job - is the person suited to the task?
- Ask all volunteers to complete a short application form.
- Confirm their identity (e.g., with Passport/photo ID or birth certificate).
- Ask all volunteers for written references.
- Interview the volunteer, go through the information on their application form, and make sure they are aware of our Child Protection Policy and other induction materials.
- Complete the necessary DBS checks.
- Carry out training and reviews in the same way as we do for paid members of staff.

Work placements: All students being allocated a work placement within The Music Box must be 16 years of age or above. All placements that involve students from schools must be conducted in accordance with Education Leeds Guidelines.

Recruitment

Through its recruitment procedures for all employees and volunteers who work directly with children, The Music Box will:

- Check for convictions for criminal offences against children in accordance with current legislation.
- Explore each applicant's experience of working or contact with children prior to an appointment being made.
- Obtain two references from people who have had experience of the applicants work with children and young people (either on a paid or a voluntary basis).
- Train employees and volunteers, their line managers and supervisors, in the detection of child abuse and in good working practice.



Providing effective management for staff and volunteers through supervision, support and training

Working with children is both worthwhile and fulfilling, but it is also challenging.

Once we have recruited our staff and volunteers, we need to ensure that they are all well informed, trained, supervised and supported, so that they are less likely to become involved in actions that can cause harm or be misunderstood.

This process should include the following:

- **Induction:** Our staff and volunteers need clear instructions on the tasks and limits that apply to them as newcomers. They need to be familiar with our Child Protection Policy and Code of Behaviour, as well as other policies such as on health and safety.

- **Probationary or trial period:** We aim to review the development and suitability of new staff and volunteers within six months of their taking up the post. For seasonal posts and short-term contracts, this period is usually reduced.

- **Supervision and support:** This focuses on the work that new staff and volunteers need to do, and how they should do it. Leaders and managers can also comment on any good work that the new recruits have done. Supervision provides an opportunity for new staff and volunteers to share concerns about their working environment. This supervision and support may be on a one-to-one basis, or in a group setting. It may be a regular formal meeting, or an informal discussion, as the need arises. It should provide an opportunity for both parties to discuss issues of importance and identify training needs. We recommend that everyone involved keeps a note of any agreed action points.

- **Training:** We recognise the importance of excellent training and development practice. It is our management's responsibility to identify both the individual and common training needs of our staff and volunteers. Training should be an ongoing process, and relevant to the roles that people play in our organisation. All staff and volunteers who work with children and young people will participate in child protection training, which should include:

- Awareness of abuse.
- Organisational policy and procedures.
- Skills training.
- Health and safety.

Performance review: All our staff will have the opportunity, once a year, to participate in our performance review scheme. For seasonal employees, we will complete a review report at the end of their employment period.



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The Music Box recognises that it has a commitment to ensure that all employees have a clear understanding of their roles and responsibilities when working with children and young people. The Music Box training process will help employees to:

- Be able to recognise the different signs of abuse and what appropriate course of action should be taken in such circumstances.
- Have an understanding of the potential risks to themselves and ensure that good practice is adhered to at all time.
- Recognise signs of improper behaviour from other employees and take appropriate action should this occur.

All employees and members who work directly or indirectly with children will be required to attend training in the above areas.