

## **Procedure for Safe Recruitment and Selection of Teachers and Volunteers**

1. At the AGM of Rathfarnham Concert Band Society (RCBS), members of the RCBS committee are elected. To be eligible for election, the person must be a member of RCBS, either a parent or guardian, or over 18 years of age, who has paid fees on their own behalf or the child member's behalf in the previous 12 months. Each member of the committee must be National Vetting Bureau (NVB) vetted, and must complete Tusla E-Learning Child Protection module. Each member of the committee must send his/her cert to the Child Protection Officer for filing.
2. Band Officers volunteer for the role, and are ratified at the AGM. Band Officers may hold the role for a number of years, usually for the length of time his/her child is a member of the Junior/Inter Band, but may continue to be a band officer beyond the time the child is in Junior/Inter Band. The Senior Band officer is usually a member of the Senior Band. Band Officers must be NVB vetted, and must complete Tusla E-Learning Child Protection module. Each Band Officer must send his/her cert to the Child Protection Officer for filing.
3. RCBS needs volunteers to help in supervision throughout the year eg Theory exams, trips away. Parents/guardians are encouraged to volunteer to act as supervisors. All parents/guardians who volunteer must be NVB vetted, and are encouraged to complete Tusla E-Learning Child Protection module. Each parent/guardian volunteer can send his/her cert to the Child Protection Officer for filing.
4. All teachers and substitute teachers must be NVB vetted and must complete Tusla E-Learning Child Protection module.  
New candidates for teaching positions in RCBS must submit a CV and be interviewed by a selection board made up of the Musical Director, the Chairperson (or vice-chairperson or another committee member nominated by the Chairperson) Child Protection Officer, and at least one other assistant musical director, before becoming a teacher in RCBS. They may also be asked to perform to demonstrate their capability on the instrument. At a minimum, the new teacher must have at least Grade VIII or equivalent examination of ABRSM or RIAM. Every new teacher's work will be subject to at least one term's probation period, after which they will be formally asked to continue teaching or told that they do not fulfil the requirements for RCBS. Each teacher must be NVB vetted and must complete Tusla E-Learning module on Child Protection. All teachers and substitute teachers must send his/her training cert to the Child Protection Officer for filing.  
Substitute teachers are invited to cover teacher absences and all such substitutes must be approved by the Musical Director. Substitute teachers must be NVB vetted, and must complete Tusla E-Learning Child Protection module. Each substitute must send his/her training cert to the Child Protection Officer for filing.
5. Other musicians may be invited by RCBS to demonstrate their musical skills in Masterclasses. These musicians will be asked to furnish their NVB vetting.
6. Accompanists will also be NVB vetted, and are encouraged to complete the Tusla E-Learning Child Protection module. Training certs may be sent to the Child Protection Officer.

Further Child Protection training may be organised by RCBS, as the need arises.