



Serva Fidem

POLICY ON THE RECRUITMENT OF PROPRIETORS, GOVERNORS, TRUSTEES AND VOLUNTEERS – GUIDANCE FOR SCHOOLS

This policy relates to the whole school including the Early Years Foundation Stage.

Created by	Sally Witts
Date	16th February 2021
Review date	February 2022
Approved by	Duncan Murphy

1. General

Kingswood House School (“the School”) is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit volunteers and governors that share and understand our commitment to the aims of the School.

All queries on the School’s recruitment process must be directed to the Bursar.

2. Recruitment of Governors and Trustees

As Trustees of a registered charity, the Governors of the School are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated, although we encourage the Head, Bursar, and other senior staff and organisations, such as a former pupil’s association, or those who are close to the School, such as parents, to suggest the names of potential candidates. As Charity Trustees we are aware of the importance of identifying the appropriate mixture of skills and experience that we and our successors need to manage the multi-faceted affairs of a modern school which is also a Company Limited by Guarantee (CLBG), a medium sized business and an important local employer, with some 87 employees. Schools should avoid appointing or retaining trustees who are disqualified from being a trustee, unless the Charity Commission has given a waiver. All potential trustees should complete a charity trustee positions: automatic disqualification declaration before beginning the selection process.

Following return of the completed disqualification declaration, all Governors complete a selection process, which requires the submission of a CV, completion of an interview with two or three senior Governors and a meeting with the Head. Every Governor has an enhanced DBS check unless they will be undertaking a regulated activity, in which case they will they will undertake an enhanced DBS check with a barred list check. Each appointment is ratified

by the full Board. The School arranges for all new Governors to receive a thorough induction in child protection and in the compliance and fiduciary duties of governance. New Governors spend a day at the School in order to meet the key personalities and to gain an insight into the curriculum and to meet groups of pupils.

2.1 Governor's Selection Process

2.1.1 The Initial Stage

When a potential Governor has been identified, who has expressed an interest; he or she will be invited to visit the School and to meet the Head informally, and to have a tour of the school with the Bursar. If the Chairman of Governors is not present at that stage, s/he will probably arrange a separate informal meeting, perhaps in the company of another, experienced Governor. At that meeting, we will briefly describe our strategic vision for the next 3-5 years and the direction in which the Governors see the school moving. Our aim at the informal meeting is to ensure that every prospective Governor has a clear understanding of the commitment expected of him or her, in terms of time and attendance and is given sufficient material about the School that is in the public domain (prospectus, latest ISI Inspection Report, Statutory Accounts and Annual Return for the previous year) to allow a well-informed judgement to be made before committing themselves to the appointment process. At the informal meeting, we also brief all potential candidates about the range of statutory checks that are required as part of the appointment process.

2.1.2 The appointment process

The second step is to invite the prospective Governor to submit a copy of his/her CV under a covering letter to the Chairman of Governors. Prospective Governors are interviewed by two or three senior Governors who recommend all appointments to the full Governing Body. Care is taken to select Governors who are prepared to serve for a minimum of three, and preferably, five years and to be prepared to commit the time necessary to get to know the school.

All new appointments are formally recorded in the minutes of the Board, and a formal letter of appointment is sent by the Chairman, which specifies the term of the appointment, the total tenure for a Governor, and, if appropriate, the sub-Committee(s) to which the new Governor has been appointed.

2.1.3 Safer recruitment checks

The **Bursar (in her role as Clerk to Governors)** at the School will obtain the following from the new potential governor before their appointment is confirmed:

1. an enhanced DBS certificate;
2. if the Governor will be undertaking a regulated activity, a barred list check;
3. evidence of their entitlement to work in the UK, where relevant;
4. confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example by virtue of an undischarged bankruptcy;
5. evidence that the Governor has not been prohibited from participating in the management of independent schools;
6. a declaration that they are not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)" ;
7. if the new Governor is also to be appointed as a Company Director, a completed Form AP01 (downloadable from <https://www.gov.uk/government/publications/appoint-a-director-ap01>) will be sent to Companies House to register the appointment.

All the paperwork is handled by the Bursar to the Governors.

2.2 Checks regarding the Proprietor and Chair of Governors

If the Proprietor or Chairman of Governors, is to change, the school will ensure that the DfE obtains an enhanced criminal records check, and checks both the individual's identity and right to work in the UK before he or she takes up the appointment. Further overseas checks are required if the person lives or has lived outside the UK. The Chairman's disclosure application has to be made by the DfE; the school cannot handle it as they would for all other Governors. So, even if a Governor, whom the school has already checked, becomes Chairman, the DfE has to make yet another check.

2.3 Induction of Governors and Trustees

Governors would be provided with training on the following once in post:

- Child Protection Policy and safeguarding obligations
- Staff Behaviour Policy
- Health and Safety
- Confidentiality obligations
- Supervision
- Data Protection

2.4 Data Protection

The School will comply with its obligations under the relevant data protection legislation. Governors' attention should be drawn to the Staff Privacy Notice and Data Protection Policy which sets out details of how the School will process Governors' personal data.

3. The recruitment of other volunteers

3.1 General

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore, welcomes and encourages volunteers from the local community to assist in its day to day running. The kinds of activities that volunteers may assist with are hearing pupils read, working with small groups of pupils to assist them in their learning, working alongside individual pupils, as an additional tutor, or accompanying school visits.

Volunteers will be recruited and vetted via the process set out below. Volunteers who take part in a regulated activity will be subject to safer recruitment checks.

3.2 Recruitment

Volunteers will be subject to an informal recruitment process which will involve a meeting with Head or Bursar to discuss the requirements of the School and the skills of the volunteer. The purpose of this meeting will be to understand whether the prospective volunteer has any previous relevant experience and find out whether the expectations and requirements of each party meet and whether there is a volunteering opportunity at the School.

Any volunteering placement may be offered subject to the following checks, if relevant:

1. an enhanced DBS certificate;
2. if the volunteer will be undertaking a regulated activity, a barred list check;
3. evidence of their entitlement to work in the UK, where relevant;

4. if the successful candidate will be undertaking a regulated activity and has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
5. a declaration that they are not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)";
6. depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement; and
7. references may also be required.

3.3 Induction

Volunteers will be provided with training on the following matters once the volunteering placement commences:

- Child Protection Policy and safeguarding obligations
- Policy for induction of new staff, governors and volunteers in child protection
- Staff Behaviour Policy
- Health and Safety
- Confidentiality obligations
- Supervision
- Data Protection

3.4 Data Protection

The School will comply with its obligations under the relevant data protection legislation. Volunteers' attention should be drawn to the Staff Privacy Notice and Data Protection Policy which sets out details of how the School will process volunteers' personal data.

1. MODEL DRAFT LETTER TO VOLUNTEERS

[ON HEADED NOTE PAPER OF [NAME OF SCHOOL]]

[ADDRESSEE]
[ADDRESS LINE 1]
[ADDRESS LINE 2]
[POSTCODE]

[DATE]

Dear [NAME OF VOLUNTEER],

Volunteer agreement

This letter sets out what we can each reasonably expect from your volunteering role within [NAME OF SCHOOL]. [NAME OF SCHOOL] appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

A volunteer will usually provide voluntary services at least three times a month and, if carrying our regulated activity, will be subject to the checks set out in the Policy on Recruitment of Proprietors, Governors and Volunteers (identity, enhanced disclosure, right to work in the UK, barred list, prohibition, overseas check and references in line with Keeping Children Safe in Education).

1. Volunteer role

Your role as volunteer is [[SPECIFY ANY TITLE AND DETAILS OF ROLE OR set out in the attached volunteer role description] and starts on [DATE]. We hope that you will usually be able to volunteer with us for at least [SPECIFY ANY PREFERRED TIME COMMITMENT] so that we can each get the most from the volunteering experience. However, we are flexible about when you work [within the constraints of []] so please let us know if you would prefer a different arrangement.

2. Your obligations

We expect you to perform your role to the best of your ability and to follow our procedures and standards, including health and safety and equal opportunities, the Child Protection and Staff Behaviour Policy, the Data Protection Policy and to comply with our Anti-Bribery Policy and Procedures. You can expect us to deal with you in accordance with our Equal Opportunities Policy.

If you are providing childcare as part of your volunteering duties, please note that you have a legal obligation to inform the School if you are disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)". Please see the enclosed Policy on Recruitment of Proprietors, Governors and Volunteers and ask [NAME] for more details.

3. Induction and training

We will provide an induction explaining what we do and how volunteers fit within the School. We will also provide training to assist you to meet the standards we expect

from volunteers and to ensure your health and safety. You will also be trained on Child Protection and Safeguarding.

4. Supervision and support

Your main point of contact during your volunteering with us is [NAME]. You will have meetings with [NAME] to agree targets for your volunteering role and discuss any problems or complaints you may have.

Please give [NAME] as much notice as possible if you are unable to volunteer when expected.

5. Expenses

We will reimburse certain out-of-pocket expenses incurred in connection with your volunteering for us. Details of these expenses and how to claim them are set out below.

[INSERT DETAILS OF EXPENSES POLICY]

6. Insurance

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

7. Confidentiality

In the course of providing your volunteering services to the School, you may have access to confidential information relating to staff, pupils or parents. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

8. Data protection

We will comply with our obligations under data protection law as may be in force from time to time. Your attention is drawn to the Data Protection Policy and Staff Privacy Notice which explains what personal data we hold about you, how we collect it, and how we may use and share information about you.

9. Leaving

We ask that you give us as much notice as possible if you want to stop volunteering with us. [Set out details for the school to terminate the arrangement].

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Yours sincerely,

.....
On behalf of [NAME OF SCHOOL]