



Recruitment of Governors, Trustees and Volunteers Policy

Review cycle: Annual

Last Review Date: May 2021

Next Review Date: May 2022

Staff responsible: Davina Maroothynaden

Governor responsible: Meredith Brickwood

(This policy applies to the whole School including EYFS)



RECRUITMENT OF GOVERNORS AND OTHER VOLUNTEERS

1. GENERAL

Willington School ("the School") is committed to ensuring the best possible environment for the children in its care. Safeguarding and promoting the welfare of children is our highest priority. The School aims to recruit volunteers and governors that share and understand our commitment to the aims of the School. Queries on the School's recruitment process should be directed to the Bursar.

2. RECRUITMENT OF GOVERNORS AND TRUSTEES

As Trustees of a registered charity, the Governors of Willington School are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated, although we encourage the Headmaster, Bursar, and other staff or those who are close to the School, such as parents, to suggest the names of potential candidates. The Governors 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 Limited Company, a medium sized business and an important local employer, with some 50 employees.

All Governors complete a selection process, which requires the submission of a CV, an interview with selected Governors and a meeting with the Headmaster. Every Governor will undertake an enhanced DBS check, barred list check and prohibition from management 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 will visit the School to meet the key personnel, to gain an insight into the curriculum and to meet groups of pupils.

2.1. GOVERNOR'S SELECTION PROCESS

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, to meet the Headmaster informally and to have a tour of the School. If the Chairman of Governors is not present at that stage, s/he will arrange a separate informal meeting, perhaps in the company of another Governor. At that meeting, we will 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 the 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 to allow a well-informed judgement to be made before committing themselves to the appointment process. At the informal meeting, we also brief potential candidates about the range of statutory checks that are required as part of the appointment process.

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 Chair of Governors. Following due process, selected candidates will be recommended 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 properly 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 Chair, 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.

Safer Recruitment Checks. The Bursar will obtain the following from the new potential governor before their appointment is confirmed:

- a. An enhanced DBS certificate;
- b. A barred list check and prohibition from management check;
- c. Evidence of their entitlement to work in the UK, where relevant;



- d. Confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example by virtue of an undischarged bankruptcy;
- e. A declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009;
- f. Details of 2 Referees who may be approached to confirm their suitability.

If the new Governor is also to be appointed as a Company Director, a completed Form AP01 (from www.completeformations.co.uk) will be sent to Companies House to register the appointment.

2.2 CHECKS REGARDING THE CHAIR OF GOVERNORS

If the Chair of Governors is to change, the Department for Education 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 Chair'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 Chair, the DfE has to make yet another check.

3. THE RECRUITMENT OF OTHER VOLUNTEERS

General. Volunteers 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 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.

Recruitment. Volunteers will be subject to an informal recruitment process which will involve a meeting with the Headmaster 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:

- a. An enhanced DBS certificate;
- b. If the volunteer will be undertaking a regulated activity, a barred list check;
- c. Evidence of their entitlement to work in the UK, where relevant;
- d. Confirmation that the volunteer has not been disqualified from participating in the management of independent schools;
- e. A declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009;
- f. Depending on the role, the volunteer may also be asked to sign a confidentiality statement;
- g. References may also be required.

Induction. Volunteers will be provided with training on the following matters:

- a. Child Protection Policy and safeguarding obligations
- b. Staff Code of Conduct
- c. Health and Safety
- d. Confidentiality obligations
- e. Supervision

Review period: Annual

Reviewed by: Bursar