

## **Recruitment of Proprietors, Governors, Trustees and Volunteers Policy**

### **General**

Kingsmead 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 who share and understand our commitment to the aims of the School.

All queries on the School's recruitment process must be directed to Mrs Buglass (Headmaster's Secretary).

### **Recruitment of Governors and Trustees**

As Trustees of a registered charity, the Governors of Kingsmead 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 senior staff and organisations, such as the Old Kingsmeadians, 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.

All Governors complete a selection process, which requires the submission of a CV, an interview with two or three senior Governors and a meeting with the Headmaster. Every Governor has an enhanced DBS check unless they will be undertaking a regulated activity, in which case they 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 through 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 personnel and to gain an insight into the curriculum and to meet groups of pupils.

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## **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 and to meet the Headmaster informally, and to have a tour of the school with the Bursar. If the Chairman of Governors is not present at that stage, 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.

### 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, which 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 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.

### Safer recruitment checks

The Clerk to Governors at Kingsmead 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;

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6. a declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009;
7. If the new Governor is also to be appointed as a Company Director, a completed Form AP01 (downloadable from [www.completeformations.co.uk](http://www.completeformations.co.uk)) will be sent to Companies House to register the appointment.

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

#### Checks regarding the Proprietor and Chair of Governors

If the Proprietor or Chairman of Governors, is to change, the school will ensure that 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 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.

#### Induction of Governors and Trustees

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

1. Child Protection and safeguarding obligations
2. Staff Behaviour Policy
3. Health and Safety
4. Confidentiality obligations
5. Supervision
6. Data Protection

#### 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.

#### **The recruitment of other volunteers**

#### 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

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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:

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. a declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009;
5. depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement;
6. references may also be required.

### Induction

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

- Child Protection Policy and safeguarding obligations
- Staff Code of Conduct
- Health and Safety
- Confidentiality obligations
- Supervision
- Data Protection

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**MODEL DRAFT LETTER TO VOLUNTEERS**

[ON HEADED NOTEPAPER 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 Kingsmead School. Kingsmead 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.

**Volunteer role**

1. Your role as a volunteer is [SPECIFY ANY TITLE AND DETAILS OF ROLE] 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 Safeguarding Policy, Staff Code of Conduct 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 under the Childcare (Disqualification) Regulations 2009. Please see the enclosed Policy on Recruitment of Proprietors, Governors and Volunteers and ask Mrs Buglass 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

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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. Insurance**

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

**6. 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.

**7. Leaving**

We ask that you give us as much notice as possible if you want to stop volunteering with us.

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,

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On behalf of Kingmead School