



Recruitment of Governors, Trustees and Volunteers Policy

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This policy relates to the whole school including EYFS. This policy is updated bi-annually unless regulatory changes dictate a requirement to effect a change.

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Next Review Date:	Michaelmas Term 2026

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1. Aims and objectives

- 1.1. Oakwood 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.
- 1.2. The School aims to recruit volunteers and governors that share and understand our commitment to the aims of the School.
- 1.3. All queries on the School's recruitment process must be directed to the Business Manager.

2. Recruitment of Governors and Trustees

- 2.1. 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 Headteacher, Business Manager, and other senior staff and 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 60 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.
- 2.2. Following the 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 Business Manager and/or Headteacher. 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 with a barred list check. Each appointment is made by the full Board for a period of 3 years. 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 are invited to 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.

3. Governor's Selection process - The Initial Stage

- 3.1. 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 Headteacher informally, and to have a tour of the school. If the Chair 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 to 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

4. **The appointment process**

- 4.1. 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. 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 years (which is the normal length of a term of appointment), and to be prepared to commit the time necessary to get to know the school.
- 4.2. All new appointments are formally recorded in the minutes of the Board, and a formal letter of appointment is sent by the Chair of Governors, 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.

5. **Safer recruitment checks**

- 5.1. The Business Manager (in his 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"
 7. If the new Governor is also to be appointed as a Company Director, a completed Form AP01 (downloadable from www.completeformations.co.uk) will be sent to Companies House to register the appointment.
- 5.2. All the paperwork is handled by the Business Manager/Clerk to the Governors.

6. **Checks regarding the Proprietor and Chair of Governors**

- 6.1. If the Proprietor or Chair 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 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.

7. **Induction of Governors and Trustees**

- 7.1. Governors would be provided with training on the following once in post:
 - Safeguarding and Child Protection obligations (including Prevent)
 - Staff Behaviour Code of Conduct
 - Health and Safety
 - Confidentiality Obligations
 - Supervision
 - Data Protection

- E-Safety (including an understanding of the expectations, applicable roles, and responsibilities in relation to filtering & monitoring)

8. **Data Protection**

- 8.1. The School will comply with its obligations under the relevant data protection legislation. Governors' attention should be drawn to the *Recruitment Privacy Notice* which sets out details of how the School will process Governors' personal data during the recruitment process. Details in relation to how we will process Governors' personal data on appointment are set out in the staff *Privacy Notice and Data Protection Policy*, which we will make available when joining the school, and is otherwise available on request.

9. **The recruitment of other volunteers**

- 9.1. 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 Oakwood to extend the pupils' knowledge and skills appropriate to age.
- 9.2. Where deemed applicable, 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.
- 9.3. The recruitment of volunteers will be subject to an informal recruitment process which will involve a meeting with a member of the Senior Leadership Team 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.
- 9.4. Where volunteers are providing 'teaching' and have previously been a teacher, a check will be made on the Teacher Services website to ensure that they are not prohibited from teaching.
- 9.5. Any volunteering placement may be offered subject to the following checks, if relevant:
- an enhanced DBS certificate;
 - if the volunteer will be undertaking a regulated activity, a barred list check;
 - evidence of their entitlement to work in the UK, where relevant;
 - confirmation that the volunteer has not been disqualified from participating in the management of independent schools (if appropriate);
 - 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
 - a declaration that they are not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006
 - depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement;
 - references may also be required
- 9.6. Where volunteers are not involved in regulated activity, the school will undertake an enhanced DBS check if it is known that the volunteer will be coming into school regularly and having contact with children. This is because the school may not be made aware that a volunteer that is not engaging in regulated activity is barred from that work. The enhanced DBS certificate without barred list check will reveal the offence or behaviour that led to the bar.

10. **Induction**

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

- Child Protection Policy and safeguarding obligations (including Prevent awareness & training)
- Policy for induction of new staff, governors and volunteers in child protection
- Staff Behaviour Code of Conduct Policy
- Health and Safety
- Confidentiality obligations
- Supervision
- Data Protection

11. **Data Protection**

11.1. The School will comply with its obligations under the relevant data protection legislation. Volunteers' attention should be drawn to the Recruitment Privacy Notice which sets out details of how we process volunteers's personal data during the recruitment process. Details in relation to how we will process Volunteers' personal data once the placement commences are set out in the *Staff Privacy Notice and Data Protection Policy* which will be made available when the placement starts and is otherwise available on request.