



DITCHAM PARK SCHOOL

*Where every child is known and valued*

# Policy for the Recruitment of Governors Trustees and Other Volunteers

Compiled by	The Bursar and Clerk to the Governors
Approved by	Headmaster
Governor Approved	Chair of Governors
Date of Publication	January 2019
This Review	September 2021 (KCSiE 2021)
Approved by	Headmaster (29 <sup>th</sup> September 2021)
Next Review	August 2022



---

## Policy for the recruitment of Governors Trustees and Other Volunteers

---

### INTRODUCTION

Ditcham Park 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 Headmaster.

Page | 1

### 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 the Headmaster, 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, are encouraged to suggest the names of potential candidates. The Charity Trustees are aware of the importance of identifying the appropriate mixture of skills and experience that their 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 approximately 70 employees. The School will avoid appointing or retaining trustees who are disqualified from being a trustee (as detailed at Annex A), 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 confirmation of their disqualification declaration, all Governors complete a selection process, which requires completion of an interview with the Chair of Governors, the submission of a CV (distributed by the Chair of Governors to their fellow Trustees for consideration), 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 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 to meet the key personalities and to gain an insight into the curriculum and to meet groups of pupils.

### 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 and Bursar informally, and to have a tour of the school with either the Headmaster or the Bursar.

If the Chair of Governors is not present at that stage, s/he may arrange a separate informal meeting with the potential new governor, perhaps in the company of another, experienced, Governor. At that meeting, a brief description of the School Governors' strategic vision for the



---

## Policy for the recruitment of Governors Trustees and Other Volunteers

---

next 3-5 years will be provided, informing of the direction in which the Governors see the school moving. The 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, all potential candidates will be briefed about the range of statutory checks that are required as part of the appointment process.

Page | 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 Chair of Governors. Prospective Governors are interviewed by the Chair of Governors who recommends 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 Chair of Governors, if appropriate, the sub-Committee(s) to which the new Governor has been appointed.

### **SAFER RECRUITMENT CHECKS**

The Bursar, in his/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";
7. if the new Governor is also to be appointed as a Company Director, the appointment will be registered online with Companies House by the Bursar and Clerk to the Governors.

All the paperwork is handled by the Bursar/Clerk to the Governors, with the assistance of the Headmaster's PA as required.



---

## Policy for the recruitment of Governors Trustees and Other Volunteers

---

### CHECKS REGARDING THE PROPRIETOR AND CHAIR OF GOVERNORS

If the 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 of Governors' disclosure application must 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 of Governors, the DfE has to make yet another check.

Page | 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
- Charity Trustee and Company Director obligations and duties

Governors are required to sign a Volunteer's Agreement and Conflict of Interest Declaration.

### 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 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.



---

## Policy for the recruitment of Governors Trustees and Other Volunteers

---

### RECRUITMENT

Volunteers will be subject to an informal recruitment process which will involve a meeting with the Headmaster, Bursar or another delegated member of the Senior Leadership or School Management Team as appropriate to the role, to discuss the requirements of the School and the skills of the volunteer.

Page | 4

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 volunteer 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";
6. depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement;
7. references may also be required;

The School will undertake a written risk assessment for each volunteering application, and the Headmaster and/or Bursar will use their professional judgement and experience in determining which checks, from those listed above, are required. The risk assessment will consider the nature of the proposed work with children, the level of supervision in place during this activity, what the School knows of the volunteer's background and whether the role is eligible for a DBS check and if so, what level is appropriate. The Headmaster is required to approve each volunteer appointment once all appropriate checks have been completed before volunteering may commence.

Volunteers are required to sign a Volunteer's Agreement.

### 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 (code of conduct)
- Health and Safety
- Confidentiality obligations



---

## Policy for the recruitment of Governors Trustees and Other Volunteers

---

- Supervision
- Data Protection obligations

### **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.

Page | 5

Compiled by Bursar and Clerk to the Governors	Date: May 2019
Approved by Headmaster	Date: May 2019
This Review	Date: September 2021 (KCSiE 2021)
Approved by Headmaster	Date: 20 <sup>th</sup> September 2021
Next Review	Date: August 2022



### Annex A – Trustee Disqualification Reasons

A person is automatically disqualified from acting as a trustee if:

1. They have an **unspent** conviction for any of the following
  - a) an offence involving **deception or dishonesty**
  - b) a **terrorism** offence
    - a. to which Part 4 of the Counter-Terrorism Act 2008 applies
    - b. under sections 13 or 19 of the Terrorism Act 2000
  - c) a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
  - d) a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
  - e) an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
  - f) an offence of **misconduct in public office, perjury or perverting the course of justice**
  - g) In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting)in relation to the offence
2. They are **on the sex offenders register** (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
3. They have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making , or causing to be made, a false statement in a document verified by a statement of truth
4. They have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
5. They are a **designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
6. They have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
7. They have **previously been removed as a trustee** of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
8. They have been **removed from management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (**Scotland**) Act 2005 (or earlier legislation)
9. They are **disqualified from being a company director**, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for them to act as director of the charity



---

## Policy for the recruitment of Governors Trustees and Other Volunteers

---

10. They are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)
11. They **have an individual voluntary arrangement** (IVA) to pay off debts with creditors
12. They are **subject to** a moratorium period under **a debt relief order**, or a debt relief restrictions order, or an interim order
13. They are subject to an order made under s.429(2) of the Insolvency Act 1986. (**Failure to pay under a County Court Administration Order.**)