



18a POLICY ON THE RECRUITMENT OF GOVERNORS (TRUSTEES) AND VOLUNTEERS

*Our mission is to develop happy, confident and successful children
who are well prepared for their future.*

GENERAL

Westbrook Hay Prep 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 who share and understand our commitment to the aims of the School.

All queries on the School's recruitment process must be directed to the Clerk to the Governors.

RECRUITMENT OF GOVERNORS/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 Teacher, Bursar, and other senior staff and organisations, such as former pupils, 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 60 employees. Schools should not appoint or retain 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 the return of the completed disqualification declaration, all prospective Governors complete a selection process, which requires the submission of a CV, completion of an interview with the Nominations Committee and a meeting with the Head Teacher. Every Governor has an enhanced DBS check with a barred list check. Each appointment is ratified by the full Board with a retiring rotation of 5 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 will meet with key staff and are encouraged to spend time in school to gain an insight into the curriculum and meet groups of pupils.

GOVERNOR'S SELECTION PROCESS

THE INITIAL STAGE

When a potential Governor has been identified and has expressed an interest, he or she will be invited to visit the School and to meet the Nomination Sub-Committee and the Head Teacher informally, and to have a tour of the school with the Bursar. 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 and an application form, along with a covering letter to the Clerk to the Governors. Prospective Governors are interviewed by the Nomination Committee which recommends all appointments to the full Governing Body. Care is taken to select Governors who have skills and experience that will enhance the effectiveness of the Board. They must also be prepared to serve for a minimum of three years (which is the normal length of a term of appointment) and to commit the time necessary to properly consider all Governor matters, including attendance at Board and relevant Sub-Committee meetings (having pre-read all papers), and 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.

PRE-APPOINTMENT CHECKS

The Clerk to the 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. Verification of identity including evidence of the right to work in the UK;
4. Where the Governor is living, or has lived, outside the UK any further checks on their suitability to work in a school as considered appropriate by the Chair of Governors (with regard to guidance issued by the Secretary of State);
5. Confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example by virtue of an undischarged bankruptcy;
6. A declaration that they are not disqualified from providing childcare as set out in section 3(2) of the [Disqualification under the Childcare Act 2006 \(July 2018\)](#);
7. evidence that the Governor has not been prohibited from participating in the management of independent schools ([S128](#));
8. If the new Governor is also to be appointed as a Company Director, a completed Form [AP01](#) will be sent to Companies House to register the appointment.

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

CHECKS REGARDING THE CHAIR OF GOVERNORS

On the appointment of a Chair of Governors, including where the appointee is an existing member of the Board, the following checks are completed by the Secretary of State via the DfE. It is the responsibility of the school to inform the DfE of a change of Chair so that checks may be made in advance of the appointment or as soon as practicable after. It is the school responsibility to ensure all remaining checks (as listed above) are completed as required.

1. Verification of identity including evidence of the right to work in the UK;
2. Where the Governor is living, or has lived, outside the UK any further checks on their suitability to work in a school as considered appropriate by the Secretary of State.
3. Enhanced DBS countersigned by the Secretary of State.

INDUCTION OF GOVERNORS

Governors will be provided with induction and training in line with the school's Induction Policy. As a minimum this will include:

- Child Protection and Safeguarding Policy (including Children Missing Education)
- Safeguarding obligations including KCSIE and the role of the DSL and DDSL's;
- Completion of Governor specific Child Protection training (AGBIS/HCSP CPSLO);
- Staff Behaviour Policy, Allegations Against Staff, Whistleblowing;
- Behaviour Management Policy (pupils);
- Health and Safety;
- Confidentiality obligations;
- Use of mobile devices, online safety and relevant IT policies;
- Supervision;
- Data Protection.

DATA PROTECTION

The School will comply with its obligations under the relevant data protection legislation. Governors' attention is 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.

RECRUITMENT

Volunteers will be subject to an informal recruitment process which will involve a meeting with the Head Teacher 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.

CHECKS ON VOLUNTEERS

The requirement for an enhanced DBS check, barred list check and prohibition from management depends on whether the volunteer is undertaking a regulated activity. In a school, a supervised volunteer who teaches or looks after children is not in regulated activity.

DfE have provided the following guidance on when volunteers would be supervised:

- there must be supervision by a person who is in regulated activity (e.g. a teacher or classroom assistant);
- the supervision must be regular and day to day; and
- the supervision must be 'reasonable in all the circumstances to ensure the protection of children' (taking into account the age of the children, the number of children, whether or

not other workers are helping to look after the children; the nature of the work, how vulnerable the children are, and the levels of supervision).

If the volunteer is working with children and is unsupervised, they are likely to be in regulated activity and will therefore be subject to the usual safer recruitment checks:

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. Confirmation that the volunteer has not been disqualified from participating in the management of independent schools ([S128](#));
5. 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;
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. Depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement; and
8. References may also be required.

INDUCTION

Prior to a placement commencing, volunteers will be provided with induction and training in line with the schools Induction Policy. As a minimum this will include:

- Child Protection and Safeguarding Policy (including Children Missing Education);
- Safeguarding obligations including KCSIE and the role of the DSL and DDSL's;
- Completion of HSCP CPSLO Training (for volunteers in regulated activity)
- Staff Behaviour Policy, Allegations Against Staff, Whistleblowing;
- Behaviour Management Policy (pupils);
- Health and Safety;
- Confidentiality obligations;
- Use of mobile devices;
- Supervision;
- Data Protection.

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.

Version	4
Review Period	Annual or in line with statute or regulation
Independent Schools Inspectorate	Regulation 18a
Bursar	08.11.22
HR Committee Review and Approval	27.01.23
Board of Governors Review and Approval	21.03.23

