

MORE HOUSE SCHOOL

POLICY

RECRUITMENT OF GOVERNORS, TRUSTEES AND VOLUNTEERS

1. Rationale:

- 1.1 More House 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. All queries on the School's recruitment process must be directed to the Bursar.

2. Purpose:

- 2.2 DfE Statutory Guidance "Keeping Children Safe in Education" September 2023 gives guidance on the recruitment of proprietors, governors, trustees and volunteers. It states that schools will adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children.

3. Broad Guidelines:

- 3.1 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 the Governors encourage the Head, 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.
- 3.2 As Charity Trustees, the Governors are aware of the importance of identifying the appropriate mixture of skills and experience that they and their successors need to manage the multi-faceted affairs of a school such as More House, which is also a Company Limited by Guarantee, a medium-sized business and an important local employer, with some 180 employees.

4. Recruitment of Governors and Trustees

- It is recommended that Schools 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.
- All Governors will complete an application form.
- All Governors will undergo a selection process.
- Every Governor has an enhanced DBS check which includes a check of the barred list.

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- All Governors will have a Section 128 check to evidence that they have not been prohibited from participating in the management of independent schools.
- Each appointment is made by the full Board for an initial period of three years, and potentially for a further two terms of three years. This can be extended if it is decided that it would be in the best interests of the school to do so.
- In cases where Governors remain in post for longer periods of time, a note will be placed on their file to confirm this.
- The School arranges for all new Governors to receive a thorough induction in safeguarding and in the compliance and fiduciary duties of governance.
- New Governors 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.

5. Governor's Selection and Appointment Process

- 5.1 When a potential Governor has been identified, who has expressed an interest; the School will require confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example by virtue of an undischarged bankruptcy and evidence that the prospective Governor has not been prohibited from participating in the management of Independent Schools.
- 5.2 They will then be invited to visit the School and to meet the Head and Bursar informally and to have a tour of the School.
- 5.3 The next step is to invite the prospective Governor to submit an application form under a covering letter to the Chair of Governors and to the Nomination Committee, via Human Resources.
- Prospective Governors are interviewed by the Nominations Committee which consists of a minimum of two Governors.
 - The Nominations committee 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 and are 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, which specifies the tenure for a Governor, and the sub-committee to which the new Governor has been appointed.

6. Safer Recruitment Checks

- 6.1 The Bursar, in the role as Clerk to Governors at the School, will arrange the following before their appointment is confirmed:
- An enhanced DBS Certificate;

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- Evidence of their entitlement to work in the UK, where relevant;
 - 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)).
 - As the new Governor will also be appointed as a Company Director, a completed Form AP01 (www.completeformations.co.uk) will be sent to Companies House to register the appointment.
 - Evidence of identity.
 - A minimum of three satisfactory references will be required, and these will need to be verified by telephone. Referees must have worked or volunteered with the candidates, and have known them in a professional capacity. References will not be accepted from relatives or from referees writing solely in the capacity of friends.
 - All the paperwork is handled by the Bursar, Assistant to the Clerk to the Governors, and Human Resources.
- 6.2 Checks regarding the Chair of Governors - the Chair's disclosure application has to be made by the DfE. The School cannot handle it as they would for all other Governors. Therefore, if a Governor, whom the School has already checked, becomes Chair, the DfE has to make yet another check. Further overseas checks are required if the person lives or has lived outside the UK.
- 6.3 Induction of Governors and Trustees - please refer to the Governor Induction Checklist appended to this policy.

7. Data Protection

- 7.1 The School will comply with its obligations under the relevant Data Protection legislation. Governors' attention will be drawn to the Staff Privacy Notice and Data Protection Policy which sets out details of how the School will process Governors' personal data.

8. The Recruitment of other Volunteers

- 8.1 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 assist in its day-to-day running.
- 8.2 The kinds of activities with which volunteers may assist include: hearing pupils read, working with small groups of pupils to assist them in their learning, working alongside individual pupils, working as an additional tutor, or accompanying school visits.
- 8.3 Volunteers will undergo broadly the same vetting checks as employees and other workers.
- 8.4 Any volunteering placement may be offered subject to the following checks:
- An enhanced DBS Certificate;

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- Evidence of their entitlement to work in the UK, where relevant;
- Depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement;
- A minimum of three satisfactory references will be required, and these will need to be verified by telephone. Referees must have worked or volunteered with the candidates, and have known them in a professional capacity. References will not be accepted from relatives or from referees writing solely in the capacity of friends.

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

- Safeguarding Policy and Safeguarding obligations;
- Code of Conduct;
- Health & Safety;
- Confidentiality obligations;
- Supervision;
- Data Protection.

8.6 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.

8.6 DfE have provided 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).

9. Conclusion:

9.1 The recruitment process for Governors and volunteers is similar to all staff that are recruited into the School, save that the application form is made more appropriate and references are worded so as to be fitting and purposeful to the role.

9.2 Any allegation against a person who works with children should be reported immediately to the Lead DSL or their deputy, or to the Headmaster and if not appropriate to the Chair of Governors.

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10. Associated documents:

Annex F of Keeping Children Safe in Education (issued September 2023).

Governor Induction Checklist

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MORE HOUSE SCHOOL GOVERNOR INDUCTION CHECKLIST

In order that a new governor has the greatest possible knowledge of the School at the earliest opportunity, an induction programme has been prepared. It is envisaged that a new Governor will complete the induction within the first six months of their appointment. The programme is very much the minimum required, and it is hoped that Governors will take the opportunity to extend this to take account of their particular skills or areas of interest.

| MEETING WITH CHAIR OF GOVERNORS | <i>Date completed</i> |
|--|-----------------------|
| This meeting will include: Discussion of Governors' role Receipt / discussion of the following (as appropriate): <ul style="list-style-type: none">- Governance Handbook- Governors' ToR / responsibilities- Governors' Code of Conduct Initial discussions about committee membership Briefing on current issues | |

| MEETING WITH HEAD | <i>Date completed</i> |
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| This meeting will include: Tour of the school Briefing on current operational matters Details of how the Head briefs Governors on operational matters Details of Governors' visits / protocol for personal visits | |

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| MEETING WITH BURSAR & CLERK to the GOVERNORS | <i>Date completed</i> |
|--|-----------------------|
| <p>This meeting will include:</p> <ul style="list-style-type: none"> Briefing on budget / management accounts Explain and provide access to Sharepoint / Governors' Area Issue password for AGBIS website members' area Register for AGBIS eLearning course for New Governors Register for Safeguarding Training Agree date to attend AGBIS Seminar for New Governors Collect information required by Charities Commission and Companies House Arrange safer recruitment checks / collect information required Discuss / allocate mentor (buddy Governor) if appropriate Provide Governor with following documents (as applicable): <ul style="list-style-type: none"> - Governance Manual - AGBIS Guidelines for Governors - The school's constitution – Articles of Association - Charity Commission Document - The Essential Trustee (CC3) - Governing body membership list - Details of how to contact other Governors - Governing body committee structure and terms of reference - Minutes of latest governing body and committees - Copies of the School's strategic and development plans - Inspection reports (especially if recent, with any follow-up action plans) - How to access key school policies (Safeguarding / Child Protection, H&S, Staff Code of Conduct etc.) (list them) - Latest Governors' Annual Report and Accounts | |

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| - School risk policy and register - Programme / dates for the year ahead | |
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| ADDITIONAL MEETINGS | <i>Date completed</i> |
|---|-----------------------|
| Meeting with Deputy Head (Curriculum) | |
| Meeting with Deputy Head (Head of Boarding) | |
| Meeting with Deputy Head (Pastoral) | |
| Meeting with Designated Safeguarding Lead | |
| The Head of Junior School | |
| Meeting with Admissions department | |
| Take the "Walking Tour" | |
| Meeting with Estates Manager | |
| Meeting with Catering Manager | |
| Meeting with Head of Human Resources | |

Governors should take meals with pupils and / or staff if possible during the induction period.

SECOND MEETING WITH CHAIR OF GOVERNORS

A second meeting with the Chair may be appropriate so that the new governor can provide feedback to the Chair of their experience over the induction period and to confirm appointment to appropriate committees of the Board.

At the completion of the induction programme, please return a copy of this form to the Clerk of the Governors who will retain the record of compliance