



Bursar & Clerk to the Governors
Coventry School Foundation
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See Distribution

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FOUNDATION POLICY ON THE RECRUITMENT OF GOVERNORS AND TRUSTEES

References

- A. Commentary on the Regulatory Requirements September 2016 (www.isi.net)
- B. DfE Statutory Guidance 'Keeping Children Safe in Education', Sep 2016:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418686/Keeping_children_safe_in_education.pdf

General

The Coventry School Foundation ("the Foundation") 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 Foundation aims to recruit volunteers and governors that share and understand our commitment to the aims of the Foundation.

All queries on the Foundation's recruitment process must be directed to the Bursar.

Recruitment of Governors and Trustees

As Trustees of a registered charity, the Governors of the Foundation are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated, although we encourage the Head, Bursar, and other senior staff and organisations, such as a former pupil's association, or those who are close to the Foundation, 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 Foundation which is also an important local employer, with some 440 employees.

All Governors complete a selection process, which requires the submission of a CV, an interview with the Scrutiny Committee. 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 for period of 4 years. The Foundation 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 Foundation in order to meet the key personalities and to gain an insight into the curriculum and to meet groups of pupils.

Governor's Selection process

The appointment process

The prospective Governor is to submit a copy of his/her CV under a covering letter to the Chairman of Governors. Prospective Governors are interviewed by the Scrutiny Committee, which recommends all appointments to the full Governing Body. Care is taken to select Governors who are prepared to serve for a minimum of 4 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 Foundation.

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 Bursar (in his/her role as Clerk to Governors) at the Foundation 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 Foundations;
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) will be sent to Companies House to register the appointment.

All the paperwork is handled by the Bursar.

Checks regarding the Chair of Governors

If the Chairman of Governors, is to change, the Foundation 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 Foundation cannot handle it as they would for all other Governors. So, even if a Governor, whom the Foundation has already checked, becomes Chairman, the DfE has to make yet another check.

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

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 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:

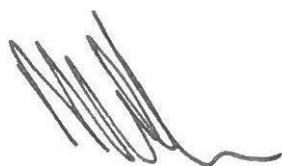
1. an enhanced DBS certificate;
2. if the volunteer will be undertaking a regulated activity, a barred list check;
3. evidence of their entitlement to work in the UK, where relevant;
4. [confirmation that the volunteer has not been disqualified from participating in the management of independent schools;]
5. [a declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009];
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.

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 induction of new staff, governors and volunteers in child protection
- Staff Behaviour Policy
- Health and Safety
- Confidentiality obligations
- Supervision

Drafted By:



Mr Shaw
Bursar

Endorsed By:

SIGNED ON ORIGINAL
Mrs J McNaney
Chair of Governors

MODEL DRAFT LETTER TO VOLUNTEERS

[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 the Coventry School Foundation. The Foundation 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

Your role as volunteer is [[SPECIFY ANY TITLE AND DETAILS OF ROLE] **OR** set out in the attached volunteer role description] 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.

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 Child Protection and Staff Behaviour Policy, 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 the Bursar for more details.

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 and to ensure your health and safety. You will also be trained on Child Protection and Safeguarding.

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.

Expenses

We will reimburse certain out-of-pocket expenses incurred in connection with your volunteering for us.

Insurance

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

Confidentiality

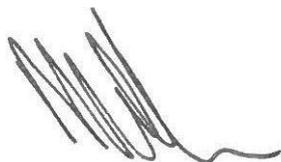
In the course of providing your volunteering services to the School, you may have access to confidential information relating to staff, pupils or parents. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

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

A handwritten signature in black ink, appearing to be 'Mr Shaw', written in a cursive style.

Mr Shaw
Bursar