



GOVERNORS AND VOLUNTEERS RECRUITMENT POLICY

This policy, which applies to the whole school, inclusive of boarding, is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Compliance Officer.

Owner: HR Director

Approving Body: Resources Committee

Date of last Review: September 2026

Date of next Review: September 2027

Linked Policies:

- Safer Recruitment, Selection and Disclosures Policy and Procedures
- Data Protection Policy
- Data Retention and Storage Policy
- Privacy Notice – Governors and Volunteers

GENERAL

Woldingham 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 the School's highest priority.

The School aims to recruit Governors and volunteers that share and understand its commitment to the aims of the School.

All queries on our recruitment process must be directed to the Head of HR hr@woldinghamschool.co.uk

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. The School does encourage the Head, DFO, other senior staff and alumnae, or those who are close to the School, such as parents, to suggest potential candidates. 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 position: automatic disqualification declaration before beginning the selection process.

Following return of the completed disqualification declaration, all Governors complete a selection process, which requires the completion of an application form, interview with the Chair of Governors together with one or two other Governors and a meeting with the Head and DFO. It is the School's policy to undertake an enhanced DBS check with child's barred list check for all Governors. Each appointment is made by the full Board for a period of 3 years, and ratified by the Members at the Annual General Meeting of the charity.

The School arranges for all new Governors to receive a through induction in safeguarding and child protection and in the compliance and fiduciary duties of governance. New Governors spend a day at the School meeting key staff, taking a tour during teaching time and familiarising themselves with the ethos, values and community of the School.

GOVERNOR SELECTION PROCESS

The Initial Stage

When a potential Governor, who has expressed an interest, has been identified, they will be invited to an informal discussion with the Chair of Governors. At that meeting, the Chair will briefly describe the School's strategic vision for the next 3-5 years and the current issues facing the School. The aim at the informal meeting is to ensure that every prospective Governor has a clear understanding of the commitment expected of them in terms of time and attendance. Additionally, they are directed to review 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.

The appointment process

Following the initial stage, the prospective Governor is invited to submit a copy of their application form under a covering letter to the Chair of Governors. Prospective Governors are interviewed by the Chair of Governors along with one or two other 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, (which is the normal length of a term of appointment), and to be prepared to commit the time necessary to carry out the role fully.

All new appointments are formally recorded in the minutes of the Board, and a formal letter of appointment is sent by the Chair.

Safer recruitment checks

The DFO (in their role as Clerk to Governors) will obtain the following before their appointment is confirmed:

1. an enhanced DBS certificate with child's barred list;
2. evidence of their entitlement to work in the UK, where relevant;
3. a trustee eligibility declaration form to be registered with the Charity Commission as confirmation that they are not disqualified from acting as a Charity Trustee, for example by virtue of an undischarged bankruptcy;
4. evidence that the Governor has not been prohibited from participating in the management of independent schools;
5. a minimum of two references; and
6. a completed Form AP01 to be sent to Companies House to register the appointment.

Checks regarding the Proprietor and Chair of Governors

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 they take up the appointment. Further overseas checks are required if the person lives or has lived outside the UK.

The Chair of Governors is subject to specific safeguarding and suitability requirements under the Education (Independent School Standards) Regulations 2014. Where the Chair is the Chair of the body of persons named as the proprietor of the School, the required suitability checks, including an enhanced Disclosure and Barring Service (DBS) check where applicable, are undertaken by the Department for Education (DfE) on behalf of the Secretary of State for Education.

Induction of Governors and Trustees

Once in post, Governors are provided with training on the following:

- Safeguarding and Child Protection Policy and safeguarding obligations, including online safety and an in school specific safeguarding briefing;
- Prevent awareness training
- Protect Duty;
- GDPR;
- EDI;
- Safer recruitment training (Chair and Vice Chair);
- AGBIS new governor training
- Health and Safety
- Confidentiality obligations
- Supervision

THE RECRUITMENT OF OTHER VOLUNTEERS

General

Volunteers at the School bring with them a range of skills and experience that can enhance the learning opportunities of students.

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 in accordance with KCSIE. In essence, this will include the following circumstances:

- (1) any unpaid work involving teaching, training, instructing or supervising children **if** done frequently (i.e., more than 3 days in a 30-day period which would include their work at the school but also any voluntary work carried out at other settings) or overnight; or
- (2) any other unpaid work carried out in a school, where the work gives opportunity for contact with children **if** done frequently or overnight, **unless** the work is both occasional and temporary and does not involve any category (1) activity.

Category (2) above is not limited to traditional student-facing roles. For example, a volunteer who regularly attends the School to assist with fundraising or administrative tasks may be in regulated activity if their presence on the School premises (or any other setting) gives them opportunity for contact with children, and they attend on more than 3 days in any 30-day period.

Recruitment

Volunteers will be required to complete an application form and will be subject to an informal recruitment process, involving a meeting with an appropriate manager to discuss the School's requirements 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 with us.

As part of this process, the School will determine whether the volunteer will be engaging in regulated activity. This assessment will take into account both the nature of the activities the volunteer will carry out and whether their work in the School (as a specified place) gives them opportunity for contact with children, regardless of whether they will be supervised and whether they carry out the activities at any other settings. It will be a requirement for all volunteers, whether in regulated activity or not, to undergo an enhanced DBS certificate with children's barred list check. For volunteers not in regulated activity, the School will carry out a written risk assessment to determine the appropriate level of checks.

Any volunteering placement may, therefore, be offered subject to the following checks, if relevant:

1. Identity checks;
2. qualification checks;
3. an enhanced DBS certificate with child's barred list;
4. evidence of their entitlement to work in the UK, where relevant;
5. References;
6. if the successful candidate will be undertaking 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; and
7. a confidentiality statement (dependent on the nature of the role).

Induction

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

- Child Protection Policy and safeguarding obligations
- Prevent awareness training
- Protect Duty
- Health and Safety
- GDPR
- EDI

DATA PROTECTION

The School will comply with its obligations under the relevant data protection legislation. Governors' and Volunteers attention should be drawn to the Privacy Notice – Recruitment, which sets out details of how the School will process their personal data during the recruitment process. Details in relation to how the School will process Governors' and Volunteer's personal data on appointment are set out in the Staff Privacy Notice - Governors and Volunteers and Data Protection Policy. This will be available to Governors when they join the School and is otherwise available on request.