

Recruitment, Recruitment of Governors and Volunteers Policy

ISSR Part 4, Paragraph 20 and 21
NMS Standard 14 + 15

Recommended review period: Annual

Review by: Bursar

Date reviewed: September 2018

Next Review: September 2019



St Joseph's College prides itself on the quality of the teaching and pastoral care provided to each of its pupils, from EYFS across to Sixth Form, including Boarding. *The Governing body has ultimate responsibility for meeting all the College's regulatory requirements, which they delegate to the Principal, supported by the Senior Leadership team. In line with good practice and as part of the Governors' due diligence, the Board of Governors' reviews this policy annually.*

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to organisations and services linked on its behalf. The College operates safe recruitment and adopt recruitment procedures in line with the regulatory requirements and has due regard to relevant guidance issued by the Secretary of State^{1,2}

Recruitment, Selection and Disclosure Policy and Procedure

1 Introduction

At Joseph's College ("the College") 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 College aims to recruit volunteers and governors that share and understand our commitment to the aims of the College.

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

2. Recruitment of Governors

As Trustees of a registered charity, the Governors of St Joseph's College are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated, although we encourage the Principal, and other senior staff and organisations, such as a former pupil's association, or those who are close to the College, 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 College which is also a Company Limited by Guarantee (CLBG), a medium sized business and an important local employer, with some 150 employees.

All Governors complete a selection process, which requires the submission of a CV, an interview with the Chair of Governors and a meeting with the Principal. Every Governor has an enhanced DBS check unless they will be undertaking a regulated activity, in which case they will 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 3 years and may be subject to re-appointment. The College arranges for all

¹ ISSR Part 4, Paragraph 19, 2 (e)

² NMS, Standard 14, 14.1,



new Governors to receive a through induction in child protection and in the compliance and fiduciary duties of governance. New Governors spend a day at the College in order to meet the key personalities and to gain an insight into the curriculum and to meet groups of pupils.

2.1 Governor's Selection process

2.1.1 The Initial Stage

When a potential Governor has been identified, who has expressed an interest; he or she will be invited to visit the College and to meet the Principal informally, and to have a tour of the College. If the Chair of Governors is not present at that stage, s/he will probably arrange a separate informal meeting, perhaps in the company of another, experienced Governor. 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 College 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 College 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.

2.1.2 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, which is the normal length of a term of appointment, and to be prepared to commit the time necessary to get to know the College.

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.

2.1.3 Safer recruitment checks

The Bursar (in their role as Clerk to Governors) at St Joseph's College will obtain the following from the new potential governor before their appointment is confirmed:

1. an enhanced DBS certificate;³
2. if the governor will be undertaking a regulated activity, a barred list check;⁴

³ ISSR Part 4, Paragraph 20 5 (b)

⁴ ISSR Part 4, Paragraph 20 5 (a) (i)



3. evidence of their entitlement to work in the UK, where relevant;⁵
4. In the case of an individual for whom, by reason of the individual living or having lived outside the UK, obtaining an enhanced criminal record certificate is not sufficient, further checks as the secretary of state considers appropriate⁶
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. evidence that the governor has not been prohibited from participating in the management of independent Colleges⁷;
7. 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)";
8. 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.⁸

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

2.2 Checks regarding the Proprietor and Chair of Governors

If the Chair of Governors, is to change, the College 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 UK⁹ before he or she takes up the appointment. Further overseas checks are required if the person lives or has lived outside the UK.¹⁰ The Chairman's disclosure application has to be made by the DfE¹¹; the College cannot handle it as they would for all other Governors. So, even if a Governor, whom the College has already checked, becomes Chairman, the DfE has to make yet another check.¹²

2.3 Induction of governors and trustees

Governors would be provided with training on the following once in post:

- Safeguarding Policy and safeguarding obligations
- Staff Code of Conduct
- Health and Safety
- Confidentiality obligations
- Supervision
- Data Protection

2.4 Data Protection

⁵ ISSR Part 4, Paragraph 20 5 (b) (ii)

⁶ ISSR Part 4, Paragraph 20 5 (b) (iii)

⁷ ISSR Part 4, Paragraph 20 5 (a) (ii)

⁸ ISSR Part 4, Paragraph 20 2-3

⁹ ISSR Part 4, Paragraph 20 5 (b) (ii)

¹⁰ ISSR Part 4, Paragraph 20 5 (b) (iii)

¹¹ ISSR Part 4, Paragraph 20 5 (b) (i), 20 6 (c)

¹² ISSR Part 4, Paragraph 20 4 - 5



The College 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 College will process Governors' personal data.

3. The recruitment of other volunteers

3.1 General

Volunteers at our College 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 College 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.

3.2 Recruitment

Volunteers will be subject to an informal recruitment process which will involve a meeting with Principal to discuss the requirements of the College 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 College.

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 Colleges;
5. 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)";;
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.

3.3 Induction

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



- Safeguarding Policy and safeguarding obligations
- Policy for induction of induction of new staff, governors and volunteers in child protection
- Staff Code of Conduct Policy
- Health and Safety
- Confidentiality obligations
- Supervision
- Data Protection

3.4 Data Protection

- The College 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.

3.5 Volunteers in Boarding

Volunteers in a position working with Boarders has a job description reflecting their duties, receives induction training in boarding when new and receives regular reviews of their boarding practice, with opportunities for training and continual professional development in boarding.¹³

LETTER TO VOLUNTEERS

[ON HEADED NOTEPAPER OF [NAME OF COLLEGE]]

[ADDRESSEE]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[POSTCODE]

[DATE]

Dear [NAME OF VOLUNTEER],

¹³ NMS Standard 15, 15.1



Volunteer agreement

This letter sets out what we can each reasonably expect from your volunteering role within St Joseph's College. St Joseph's College 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. A volunteer will usually provide voluntary services at least three times a month and will if carrying our regulated activity be subject to the checks set out in the recruitment policy (identity, enhanced disclosure, right to work in the UK, barred list, prohibition, overseas check and references in line with keeping Children Safe in Education)

1. 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.

2. 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 College 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 [NAME] for more details.

3. Induction and training

We will provide an induction explaining what we do and how volunteers fit within the College. 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.

4. 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.

5. [Expenses

We will reimburse certain out-of-pocket expenses incurred in connection with your volunteering for us. Details of these expenses and how to claim them are set out below.

[INSERT DETAILS OF EXPENSES POLICY]

6. Insurance

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

7. Confidentiality

In the course of providing your volunteering services to the College, 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.

8. Leaving

We ask that you give us as much notice as possible if you want to stop volunteering with us. (Set out details for the College to terminate the arrangement)

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,

D Clarke (Mrs)
Principal

