



Tormead Family

Recruitment of Governors and Volunteers Policy

Tormead Limited includes two schools with one Governing Body:

- Tormead School (Preparatory and Senior School), Cranley Road, Guildford, GU1 2JD ("**Tormead**") and
- Rydes Hill Preparatory School and Nursery, Aldershot Road, Guildford, GU2 8BP ("**Rydes Hill**")

This Policy on the Recruitment of Governors and Volunteers applies to both schools.

1. Introduction

Tormead Limited 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.

We aim to recruit volunteers and governors that share and understand our commitment to the aims of Tormead and Rydes Hill.

All queries on our recruitment process must be directed to the **Head of HR, Emma Mitchell**.

2. Recruitment of Governors and Trustees

As Trustees of a registered charity, the Governors of Tormead Limited are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated, although we encourage the Head, Director of Finance and Operations (DFO), and other senior staff and organisations, such as a former pupil's association, or those who are close to Tormead and/or Rydes Hill, 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 230 employees. 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 positions: automatic disqualification declaration before beginning the selection process.

Following return of the completed disqualification declaration, all Governors complete a selection process, which requires the submission of a CV, completion of an interview with two or three senior Governors, and a meeting with the Head. 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 with a barred list check. Each appointment is ratified by the full Board for a period of 5 years. We arrange for all 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 Tormead and/or Rydes Hill 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 Tormead and/or Rydes Hill and to meet the Head informally, and to have a tour of Tormead and/or Rydes Hill. If the Chair of Governors is not present at that stage, they 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 Tormead Limited 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 Tormead and Rydes Hill 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 their CV under a covering letter to the Chair of Governors. Prospective Governors are interviewed by two or three senior 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, and preferably, five years (which is the normal length of a term of appointment), and to be prepared to commit the time necessary to get to know Tormead and Rydes Hill.

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 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

In collaboration with the Head of HR, the Clerk to the Governors at Tormead Limited 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 schools;
6. a declaration that they are not disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006”; and
7. if the new Governor is also to be appointed as a Company Director, a completed Form AP01 (downloadable from <https://www.gov.uk/government/publications/appoint-a-director-ap01>) will be sent to Companies House to register the appointment.

All paperwork is handled by the Clerk to the Governors and the Head of HR.

2.2 Checks regarding the Proprietor and Chair of Governors

If the Proprietor or Chair of Governors is to change, we 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’s disclosure application has to be made by the DfE; we cannot handle it as we would for all other Governors. So, even if a Governor, whom Tormead Limited has already checked, becomes Chair, the DfE has to make another check.

2.3 Induction of Governors and Trustees

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

- Child Protection Policy and safeguarding obligations
- Prevent awareness training
- Protect Duty
- Staff Code of Conduct Policy
- Health and Safety
- Confidentiality obligations

- Supervision
- Data Protection
- Online Safety (to include an understanding of the expectations, applicable roles, and responsibilities in relation to filtering and monitoring).

2.4 Data Protection

We will comply with our obligations under the relevant data protection legislation. Governors' attention should be drawn to the Recruitment Privacy Notice which sets out details of how we will process Governors' personal data during the recruitment process. Details in relation to how we will process Governors' personal data on appointment are set out in the Staff Privacy Notice and Data Protection Policy, which we will make available to you when you join Tormead Limited, and is otherwise available on request.

3. The recruitment of other volunteers

3.1 General

Volunteers at the 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 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 pupil-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. Supervision of the volunteer is no longer relevant to the assessment.

3.2 Recruitment

Volunteers will be subject to an informal recruitment process which will involve a meeting with the relevant Head, Deputy Head or Head of Department to discuss our 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. For volunteers in regulated activity, any volunteering placement will be subject to an enhanced DBS certificate with children's barred list information. 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. 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. if the successful candidate will be undertaking a regulated activity and has worked or been resident overseas, such checks and confirmations as Tormead Limited 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";
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.

3.3 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 new staff, governors and volunteers in child protection
- Prevent awareness training
- Protect Duty
- Staff Code of Conduct Policy
- Health and Safety
- Confidentiality obligations
- Supervision
- Data Protection

3.4 Data Protection

We will comply with our obligations under the relevant data protection legislation. Volunteers' attention should be drawn to the Recruitment Privacy Notice which sets out details of how we will process volunteers' personal data during the recruitment process. Details in relation to how we will process Volunteers' personal data on appointment are set out in the Staff Privacy Notice and Data Protection Policy, which we will make available to you when the placement starts, and is otherwise available on request.