



1. General

Moira House Girls 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.

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 Human resources Department.

2. Recruitment of Governors and Trustees

As Trustees of a registered charity, the Governors of Moira House Girls School are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated, although we encourage the Principal, School Management Team, and other senior staff and organisations, such as Old Girls' association, or those who are close to the school, 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, a medium sized business and an important local employer.

All Governors follow the HR selection process, including the submission of an application form, an interview with two 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 undertake an enhanced DBS check, barred list check and prohibition from management check. Each appointment is ratified by the full Board for period of 5 years. The school 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 school 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 school and to meet the Principal informally, and to have a tour of the school. 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 years and the direction in which the Governors see the school 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 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. 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 an application form to the Chair of Governors. Prospective Governors are interviewed by two 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 the school.



All new appointments are formally recorded in the minutes of the Board, including the term of the appointment, and, if appropriate, the Sub-Committee(s) to which the new Governor has been appointed.

2.1.3 Safer recruitment checks

The Head of Human Resources (in her role as Clerk to Governors) at Moira House Girls School 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 under the Childcare (Disqualification) Regulations 2009;

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

2.2 Checks regarding the Proprietor and Chair of Governors

If the Proprietor or Chair of Governors, is to change, the school 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 Chair's disclosure application has to be made by the DfE; the school cannot handle it as they would for all other Governors. So, even if a Governor, whom the school has already checked, becomes Chair, the DfE has to make yet 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
- Staff Behaviour Policy
- Health and Safety
- Confidentiality obligations

Supervision

3. The recruitment of other volunteers

3.1 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.

3.2 Recruitment

Volunteers will be subject to an informal recruitment process which will involve a meeting with the Principal 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. a declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009;
5. depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement;
6. 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
- Staff Behaviour Policy
- Health and Safety
- Confidentiality obligations
- Supervision

Related policies and documents

This policy should be read in conjunction with the following policies and documents:

Employee Handbook
Staff Handbook
Code of Conduct for Employees
Health Safety Handbook
Boarding Staff Handbook
National Minimum Standards for Boarding Schools
ISI Handbook for the Inspection of Schools, Regulatory Requirements
Teachers' Standards
Departmental Handbook
Keeping Children Safe in Education
Safeguarding Policy
DBS Risk Assessment Procedure
Complaints Policy (Parents)
Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: June 2016

POLICY REVIEWED BY SCHOOL COUNCIL: September 2016

NEXT REVIEW: June 2017