



**WALTHAMSTOW HALL**  
SEVENOAKS

## **RECRUITMENT OF PROPRIETORS, GOVERNORS, TRUSTEES AND VOLUNTEERS POLICY**

### **General**

Walthamstow Hall ("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 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 should be directed to the Headmistress.

### **Recruitment of Governors and Trustees**

The Governors of Walthamstow Hall are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated, although we encourage the Headmistress, Bursar, and other senior staff and stakeholders who are close to the School, such as parents, to suggest the names of potential candidates. In accordance with the Articles of Association<sup>1</sup>, the maximum number of Governors shall be nineteen and the minimum number of Governors shall be twelve. Pursuant to the Articles, Governors are described as "Trust Governors" (appointed by the Governing Body or by resolution at a general meeting) or as "Nominative Governors" (who may be appointed by external bodies listed in the Articles, with such appointments ratified at a general meeting). A maximum of 6 Nominative Governors may be appointed. Governors are selected from a wide range of backgrounds with the aim of achieving a balanced board with a core of individuals with educational, legal, accountancy, finance, property management, business, IT, marketing, pastoral and spiritual backgrounds. All are expected to share a genuine commitment to the future of the School.

All Governors complete a selection process, which requires the submission of a CV, a meeting with the Chairman of Governors and the Headmistress, the circulation of the CV and recommendations to the Chairmen's Group, and consideration of the Chairmen's Group recommendation by the full Governing Body prior to the appointment of a Trust Governor/ratification of a Nominative Governor by the Governing Body. Every Governor has their identity checked, and because they will usually be undertaking regulated activity (or be responsible for supervising those who undertake regulated activity) they will undertake an enhanced DBS check, barred list check and prohibition from management check. Further checks as the Chairman considers appropriate should be undertaken where, by reason of the individual's living or having lived overseas, obtaining an enhanced DBS certificate is not sufficient to establish his or her suitability to work in a school.

- Trust Governors are appointed to serve for terms of 3 years and are eligible for re-election.

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<sup>1</sup> The Governing Document for the School dated 29 August 1996 and amended by Special Resolutions 3 March 2005, 13 October 2010, 4 July 2011, 23 January 2015, 17 March 2017, 31 January 2020 and 30 June 2023.

- Nominative Governors are appointed to serve for fixed terms of 4 years. There is no restriction on re-appointment and appointing bodies may choose to appoint the same individual(s) to serve for further terms of 4 years.
- Notwithstanding the above, no Governor serves beyond the end of the academic year in which his or her 70th birthday falls, unless otherwise agreed by the Governing Body in exceptional circumstances.

The School arranges for all new Governors to receive a thorough induction in safeguarding, child protection, Keeping Children Safe in Education, (KCSiE), the Prevent Duty (DfE advice for schools June 2015) 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.

### **Governor's selection process**

- **The initial stage**

When a potential Governor has been identified, and has expressed an interest, he or she will be invited to submit a copy of his/her CV under a covering letter to the Chairman of Governors. Subject to the review of those documents, the prospective Governor will be invited to visit the School and to meet the Headmistress informally, and to have a tour of the School. If the Chairman of Governors is not present at that stage, she 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 School moving. Our 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 and is given sufficient material about the School that is in the public domain (Governor Job Description and Code of Conduct, School prospectus, latest ISI Inspection Report and Statutory Accounts 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 candidates about the range of statutory checks that are required as part of the appointment process.

- **The appointment process**

The second step is for the appointment of the prospective Governor to be considered by the Chairmen's Group, which 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 further years if re-appointed, 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 relevant Governing Body meeting or Annual General Meeting, and correspondence is sent by the Chairman/Clerk to the new Governor, which specifies the term of the appointment, the total tenure for the Governor, and, if appropriate, the Committee(s) to which the new Governor has been appointed.

- **Safer recruitment checks**

The Bursar (in his role as Clerk to the Governors) at the School will obtain the following from the new potential Governor before their appointment is confirmed:

- An enhanced DBS and Barred List check;
- Their identity;
- Seeks an overseas checks if the person lives or has lived outside the UK in the last five years;
- Confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example by virtue of an undischarged bankruptcy;
- Evidence that they have not been prohibited from participating in the management of independent schools; and
- A declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009.

On appointment as a Governor, Charity Trustee and a Company Director, the Governor's appointment will be registered at Companies House and with the Charity Commission.

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

- **Checks regarding the Proprietor and Chair of Governors**

When the Chairman of Governors is planned to change, the School will ensure that the Secretary of State for Education obtains an enhanced DBS 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 within the last five years. The Chairman'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 Chairman, the DfE has to conduct the check.

## **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 pupils. The Governing Body 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 with the Headmistress, or the Deputy Head of the Junior School, 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:

- An enhanced DBS check;
- If the volunteer will be undertaking a regulated activity, a barred list check<sup>2</sup>;
- Evidence of their entitlement to work in the UK, where relevant;
- An overseas check if the person lives or has lived outside the UK in the last five years;
- Identity check;
- A copy of their CV;
- If required, confirmation that the volunteer has not been disqualified from participating in the management of independent schools
- Depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement; and
- A minimum of two references will also be required.

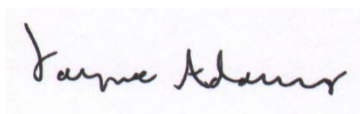
## Induction

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

- Child Protection and safeguarding obligations
- KCSiE and the Prevent Duty
- Staff Code of Conduct
- Health and Safety
- Confidentiality obligations
- Supervision.

Reviewed: November 2023  
Next Review Date: November 2024

Signed: .....



.....Date: ...17 November 2023...

Mrs J B Adams  
Chairman of the Governing Body

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<sup>2</sup> Volunteers must be supervised at all times and therefore are deemed not to be in regulated activity. As such, a Barred List check is not required. The provision of personal care is exempt from this and a Barred List check must be conducted.

## LETTER TO VOLUNTEERS

*ON HEADED NOTEPAPER OF Walthamstow Hall*

[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 Walthamstow Hall. Walthamstow Hall 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.

#### **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 Code of Conduct for Staff and Safeguarding Policy, and to comply with our Anti-Bribery Policy and procedures. You can expect us to deal with you in accordance with our Equality 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 2018. 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 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.

#### **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. Insurance**

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

#### **6. 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.

#### **7. 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,

On behalf of Walthamstow Hall