



Reg Charity No: 1037728

New Trustee Recruitment Procedure

Stoborough Nursery is run by the Board of Management Committee/Charity Trustees who are responsible for the overall management of the setting and in doing so, meeting the early education/play/care needs of children in this area.

- ◆ Not less than 2 weeks before the date of the next Annual General Meeting (AGM) of Stoborough Nursery Committee each Member shall be sent a '*Self-nomination & Declaration Form for Election as a Trustee*', '*Trustee Declaration of Interests Form*' and a '*Suitability To Work With Children*' declaration, which any Member wishing to stand as a candidate for election to the Board of Management Committee/Charity Trustees must complete and return by the specified date to indicate their willingness and eligibility to serve on the Committee if elected.
- ◆ Relevant eligibility checks with:
Individual Insolvency Register www.insolvency.gov.uk
Register of Disqualified Directors www.companieshouse.gov.uk
Register of people removed as a Charity Trustee (Charity Commission offices)
will be carried out prior to any appointment to the Board of Management Committee/Charity Trustees
- ◆ Eligible prospective new members of the Committee will be elected by the process of those candidates receiving the highest number of votes from the Members, up to a maximum of 12 elected committee members in total.
- ◆ Once elected on to the Board of Management Committee/Charity Trustees, the trustee will be issued with an Induction Pack containing essential information for new trustees and they will be required to read and sign:-
'*Committee Confidentiality Policy*'

'Safeguarding Children Policy and Procedures'
'Trustee Conflict of Interest Policy'
'Trustee Code of Conduct'
'Self-assessment of Skills Form for New Trustees'

◆ Within 2 weeks of election to the Board of Management Committee/Charity Trustees all new trustees must start their DBS check & EY2 registration process. If this process is not completed within 2 months of election to the Board of Management Committee/Charity Trustees they may be removed from the committee if the trustees feel there is no satisfactory reason for delays in this process, as it is an Ofsted requirement for all trustees to have completed these processes and the setting will be heavily penalised by Ofsted for failure to adhere to their requirements.

◆ All new trustees are only appointed in a provisional capacity until successful completion of their DBS check & EY2 registration process. Until successful completion is obtained these trustees will not:

- 1 - have access to any confidential information connected with the setting, it's children, families or staff.*
- 2 - have any unsupervised contact with the children.*
- 3 - be allowed to participate in any management decision-making for the setting.*

This policy was adopted at a meeting of the Board of Management Committee/Charity Trustees and signed on behalf of the trustees of the committee by:

Name:

Position:

Signature: Date:

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To be reviewed: