



## RED KITE LEARNING TRUST GOVERNOR & TRUSTEE FULL APPLICATION FORM

**PLEASE COMPLETE IN FULL**

**IN STRICTEST CONFIDENCE**

Thank you for your interest in our Trust. In accordance with Safer Recruitment requirements, Proof of ID is required to verify certain information provided. Our HR Team/Business Operations Managers will guide you in how to provide this and answer any questions to support you.

All our volunteer roles, including Governor and Trustees appointments are subject to an Enhanced Disclosure & Barring Service (DBS) check, references etc. in accordance with Keeping Children Safe in Education (KCSiE). The term 'Governor' throughout refers to both Governors and Trustees.

*If you have already provided an Expressions of Interest Form to use, then only certain sections apply.*

### DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

Our Privacy Policy for Colleagues and Volunteers can be found here [Privacy Notices \(rklt.co.uk\)](https://www.rklt.co.uk/Privacy-Notices)

### DBS & RECRUITMENT CHECKS

Red Kite Learning Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) Check before making appointments to relevant posts, including to Governor/Trustee roles.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

If you are going to be involved in regulated activity, the DBS check will include a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust privacy notice.

Do you already hold have a DBS certificate? Yes/No (please delete as appropriate)

If Yes, are you registered for the Update Service? Yes/No (please delete as appropriate)

If you have lived or worked outside of the UK in the last 5 years, we may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?: Yes/No (please delete as appropriate)

Your position as Governor will be conditional on the satisfactory completion of the necessary pre-employment checks. We will not ask for any criminal records information until we have received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

Applicants should be aware of the following circumstances which might prevent them from being appointed as a Governor:

- Inclusion in the list of those unsuitable to work with children
- Having been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a Governor or since becoming a Governor
- Having received a prison sentence of 2 and a half years or more in the 20 years before becoming a Governor
- Having received a prison sentence of 5 years or more
- Having been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a Governor

## SECTION 128 CHECK

We will carry out a section 128 check. A person issued with a section 128 direction under the Education and Skills Act 2008 is prohibited or restricted from taking part in the management of a school.

This includes Trustees, and Governors on local governing bodies who have been delegated any management responsibilities.

## RIGHT TO WORK IN THE UK AND OTHER CHECKS

We will carry out checks to confirm your right to work in the UK, and any other checks deemed necessary where you have lived or worked outside of the UK.

### **PERSONAL INFORMATION – only complete if you've not already provided an Expressions of Interest Form or if there are changes to your information.**

Title:	Surname:	Forenames:
Previous Surname/s:		
Home Address (including Post Code):		
Home Tel No:	E-mail Address:	
Work Tel No:	Mobile Tel No:	
Occupation:		

## OTHER INFORMATION

Have you ever been or are you currently a Governor/Trustee? YES / NO

If yes, please give details of the school/trust type of Governor and period of office:

Have you any past or present association with any of our schools? YES / NO

If yes, please give details of the school.

Do you or will you have a child attending any of our schools? YES / NO

If yes, please indicate the name of the school/s:

Please give details of any other work or voluntary work with children and young people you may have completed:

## EXPERIENCE, PERSONAL SKILLS & QUALIFICATIONS

Please share any specific personal and professional skills you have which would assist you in the role as a Governor or Trustee – please feel free to use the free text section to add any other detail you'd like to highlight.

Please tick all that apply			
Strategic Leadership	<input type="checkbox"/>	Human Resources	<input type="checkbox"/>
Setting organisational culture, values and goals	<input type="checkbox"/>	Experience of external accountability	<input type="checkbox"/>
Board level decision making	<input type="checkbox"/>	Building an effective team	<input type="checkbox"/>
Collaborative working with key stakeholders	<input type="checkbox"/>	Working within statutory and contractual requirements	<input type="checkbox"/>
Risk Management	<input type="checkbox"/>	Self-review and evaluation	<input type="checkbox"/>
Analysis of data	<input type="checkbox"/>	Special Educational Needs (SEND)	<input type="checkbox"/>
Financial management and monitoring	<input type="checkbox"/>	Legal knowledge	<input type="checkbox"/>
Procurement and contracting	<input type="checkbox"/>	Community engagement	<input type="checkbox"/>
Marketing/PR	<input type="checkbox"/>	Governance	<input type="checkbox"/>
Education	<input type="checkbox"/>	Health and Safety	<input type="checkbox"/>
Premises Management	<input type="checkbox"/>	Project Management	<input type="checkbox"/>
Safeguarding	<input type="checkbox"/>	Knowledge of the local community	<input type="checkbox"/>

Any other skills/experience detail to share:

Professional qualification/s – highest level received:

**REFERENCES - only complete if you've not already provided an Expressions of Interest Form or if there are changes to share.**

Please provide contact details for two referees. These can be business or personal references.

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:
E-mail:	E-mail:
Relationship to you:	Relationship to you:

**Only complete this section if you've not provided an Expressions of Interest Form.**

**Do you hold an Enhanced Disclosure and Barring Service (DBS) Certificate? YES / NO**

If you have ticked yes, please provide the DBS Certificate Number:.....

Date of Issue: .....

If you have ticked Yes, an original copy will be requested for verification.

## DISQUALIFICATION CRITERIA

**A person is disqualified from being a Governor or Associate Member if the following apply:**

- Is under the age of 18 at the time of their election or appointment;
- The person is a registered pupil at the school;
- Is already a Governor at the same school;
- Has failed to attend the Governing Board meetings for a continuous period of six months;
- Is subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order
- Has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced
- Is subject to:
  - A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
  - A disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989,
  - A disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - An order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order)
  - Has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body
  - Is included in the list of people considered by the Secretary of State as unsuitable to work with children
  - Is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002
  - Is disqualified from registration for child minding or providing day care
  - Is disqualified from registration under Part 3 of the Childcare Act 2006
  - Has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a Governor or since becoming a Governor
  - Has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a Governor
  - Has at any time received a prison sentence of five years or more
- Have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a Governor;
- Refuses to allow an application to the Disclosure and Barring Service (DBS) for a criminal records check
- Brings the Trust or school into disrepute or compromises their own integrity as ambassadors for the Trust and the school in communications, either personal or professional: this includes comments made on social networking sites

## Rehabilitation of Offenders Act - Disclosure of Previous Convictions

This Governor position is exempt from the **Rehabilitation of Offenders Act 1974**.

However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to the Trust and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Ministry of Justice website](#).

Volunteers will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of a volunteer appointment. You may be asked for further information about your criminal history during the recruitment process. If you are successful in becoming a volunteer, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

### DECLARATION – please re/complete this declaration in all cases

I have read the disqualification criteria and confirm that I am not disqualified from serving as a Governor and that in the event that I am appointed to a governing body or Trust Board, I will notify the clerk to the body immediately should I become disqualified during my term of office. I understand that it is an offence to serve as a school Governor/Trustee whilst disqualified.

I agree to the information given on this form being recorded and used by Red Kite Learning Trust in accordance with the GDPR and the Data Protection Act and confirm that it is correct and complete to the best of my knowledge and belief.

**Signed:**

**Date:**

Thank you for completing this application.

Please return your completed application to [recruitment@RKLt.co.uk](mailto:recruitment@RKLt.co.uk)