

Trustee Recruitment Policy

Date Issued	27/01/21
Next Review (3-Yearly)	01/11/23
Policy Owner(s)	Hon Sec & HR Director

Contents

Our Safeguarding Commitment	3
Aims	3
Scope and Publication	3
Responsibilities	4
Prospective Trustees are responsible for:	4
Human Resources are responsible for:	4
Advertisement and Application	4
Advertising	4
Role & Responsibility Document	5
Applications	5
Shortlisting and Interview	5
Pre-Nomination Checks	6
Dealing with Convictions	6
Appointing a Trustee	7
Trustee Records	7

Our Safeguarding Commitment

1. We recognise that everyone should be protected from bullying and we promote a culture of inclusion and train our staff and volunteers to actively ensure this.
2. We recognise that the children, young people and adults that we work with may be vulnerable and that we have a responsibility to ensure that they can access the best opportunities to grow, live and learn safe from harm.
3. There is a commitment throughout our organisation to keeping children, young people and vulnerable adults safe, and everybody recognises the role that they have to play in achieving this.
4. We have clear expectations of those that work and volunteer with us and we make this known throughout our safer recruitment process. We ensure that all staff and volunteers who work with children or vulnerable have the right training to be able to recognise abuse and safeguard to a high standard.
5. We ensure that everyone working with children and young people are supported to safeguard effectively with policies and procedures that are regularly reviewed and updated.
6. We robustly and proactively assess our activities to make sure that they are safe and suitable for the health and security of all those that participate in them.
7. We ensure that when working with children, there is always an adult around that is ready and able to listen and respond to any concerns or disclosures.
8. We ensure that all personal information is kept securely and confidentially, but available to those that need it to be able to protect them and keep them safe. (See staff policy)
9. We ensure that all of our staff and volunteers remain vigilant and are supported to raise concerns, or 'whistle blow' about anything that may not reflect this commitment.

Aims

The aims of this Safer Recruitment policy are:

- To protect, and ensure the safety and wellbeing of all those connected with our organisation with a specific focus on children, young people and vulnerable adults involved with our organisation's activities;
- To ensure that the best individuals are recruited based on their merits, experience and suitability for the position and organisation;
- To provide staff and volunteers with guidance and procedure on safe recruitment practices;
- To ensure that all prospective staff and volunteers (i.e Board Members, Youth Leaders) are treated fairly.

Scope and Publication

This policy applies to all Trustees of Reform Judaism. There is a separate policy for employees and volunteers working directly with children. It is paramount that our Trustees mirror the high safeguarding standards that we set for our staff and those involved with RSY-Netzer. Every best

effort will be made to ensure that we follow a fair, transparent and consistent process appropriate to position on the RJ Board.

This policy applies in all contexts and locations of Reform Judaism's work, for example, our work in communities, residential camps, tours and conferences.

This policy is made available all trustees and potential trustees. This policy should also be read in conjunction with the Reform Judaism and RSY-Netzer's Codes of Conduct.

Responsibilities

Prospective Trustees are responsible for:

- Providing all information requested as part of this policy and the recruitment process, accurately and truthfully (to the best of their knowledge);
- Supporting a timely recruitment process by providing information promptly when requested;
- Declaring any reasons that may impact on their suitability to fulfil the role advertised at the start of the process.

The recruitment panel are responsible for

- Recruiting in line with this policy
- Referring to HR prior to advertising

Human Resources are responsible for:

- Having a full understanding of this policy and procedure and being a source of advice and guidance;
- Ensuring that the trustees on the recruitment panel follow this process;
- Issue a written offer to the successful candidates;
- Write to those who have not been successful;
- Write a draft advertisement for authorisation by the recruiting Trustee/s
- Provide the recruiting trustees with a roles & responsibility document

Advertisement and Application

Advertising

To ensure equality of opportunity and access, all positions will be advertised to encourage as wide a field of prospective applicants as possible. This will usually involve a process of external advertisement.

All advertisements will be placed on our website and links to these adverts may be referenced to in any social media or newsletters or other suitable recruitment outlet.

In advertisements where the position involves working with children/vulnerable adults, the following statement, that clearly establishes Reform Judaism's commitment to safeguarding, will be included:

Reform Judaism is committed to safeguarding and promoting the welfare of children/vulnerable adults and expects all staff to share this commitment. Background checks and an enhanced DBS (or equivalent overseas check) will be required."

Role & Responsibility Document

This document outlines the responsibilities of the role being advertised and also outline key skills and experience required to provide clarity to prospective applicants and for use in the selection process to ensure equitability and suitability for the position.

The Role & Responsibility document will be written with support of Human Resources and agreed with the recruiting Trustee/s prior to advertisement. Advertisements will have a link to the Reform Judaism website, where the document can be downloaded.

The Role & Responsibility document will make clear that, where the position involves regulated activity with children, the position is exempt from the Rehabilitation of Offenders Act (1974) and that any prior cautions or convictions that would normally be considered 'spent' must be declared in accordance with this.

It is unlawful to recruit any person into such posts that are barred from working with children and an offence to apply for such positions.

Applications

The advertisement for Trustee positions will invite candidates to submit an expression of interest in writing, outlining why they wish to apply and describing their relevant skills and experience.

Shortlisting and Interview

Applications for the position will be shortlisted using the criteria outlined in the roles and responsibility document. Two members of the Senior Management Team will short list before forwarding details of the prospective candidates to two Trustees. The Senior Management team may have initial conversations with potential candidates with a view of getting to know them.

A face-to-face interview with a minimum of two Trustees, will be conducted with the applicant either in-person or via video link.

The interview process will seek to establish and verify the applicant's suitability for the role. It will also provide the opportunity to verify the applicant's background as well as any

anomalies in order to reassure the panel that the applicant is able to meet the safeguarding governance requirements.

Pre-Nomination Checks

Before candidates are put forward for nomination by their communities, the recruitment panel will request a written reference from the applicant's community. A sample Trustee reference request form is attached.

- For applicants living within England or Wales, an application will be made to the Disclosure and Barring Service (DBS) to obtain an enhanced check on the individual. This will include verification that an individual is not on the Children's Barred List.
- For applicants that are from Scotland or Northern Ireland, an application for an enhanced check will be made to either Disclosure Scotland or AccessNI, respectively. This will include verification that an individual is not on the Children's Barred List.
- For applicants that are UK nationals that have spent time working or living overseas, a check will be required from the country that the individual was resident in in addition to a DBS and check of the Children's Barred List. These procedures vary depending on locality and guidance from the Home Office¹ will be used on how to conduct these.
- For applicants that are foreign nationals, a check will be required from the country that the individual is resident in. These procedures vary depending on locality and guidance from the Home Office will be used on how to conduct these.
- Where an applicant has had a previous DBS check conducted and has an active subscription to the DBS Update Service, the original DBS check certificate and a check on any new information available through this service will be undertaken.

Please note: Reform Judaism will not check the Children's Barred List unless the position being applied for amounts to regulated activity. However, Reform Judaism do have the right to carry out an enhanced DBS/criminal record check where an applicant would be completing regulated activity, but for the fact that the activity is not carried out frequently enough.

Dealing with Convictions

For any individual that declares criminal convictions, or where this becomes evident through the criminal records check, formal consideration will be given to the Rehabilitation of Offenders Act (1974) and:

- The nature and seriousness of the offence and how long ago it occurred;
- Whether a one-off or a history of offences;
- Changes in circumstance;

¹ Criminal Records Checks for Overseas Applicants – Home Office:
<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

- Decriminalisation and remorse.

This process will involve a face-to-face discussion with the applicant to establish and evaluate any risk factors that remain with regard to the individual being successfully appointed into the position. A risk assessment may be put in place to detail any steps to be taken by Reform Judaism in light of information disclosed or discovered.

Appointing a Trustee

Successful appointment to the position will be contingent on the applicant meeting the following:

Supporting nomination/reference from the candidates own synagogue

Verification of identity (where this has not already been completed);

Receipt of two satisfactory references (as detailed above);

Completion of criminal records check (and Children's Barred List, where applicable);

Verification of qualifications required for the position.

Upon successful recruitment, the new trustee will receive an induction with other members of Board which identifies all policies and procedures, including the Code of Conduct and safeguarding and child protection procedures.

Trustee Records

Details of the Trustees application and reference will be held confidentially on our system for up to six years after appointment.