**The Nomination of Directors to the [name]Trust**

**Part A: to be completed by the nominee**

***The information that you provide on this form will be held on a computerised database maintained by the Joint Education Team upon successful appointment/election.  Your data will only be used in accordance with the principles set out in the General Data Protection Regulation, which protects the right to privacy of individuals whose personal details are held by the data controller.  For further information on how your personal data will be collected and processed please see the privacy notice at*** [***Joint Education Team Privacy Notice***](https://www.jointedteam.org/uploads/1/9/6/4/19649219/governor_privacy_notice_final.pdf)

|  |
| --- |
| Name of School: |
| Full name:  Mr/Mrs/Miss/Other:  Address:  Preferred Contact Telephone number:  Email address: |
| Occupation: |
| Are you a communicant member of the Church of England?  If no, what is your Church affiliation? We welcome members from other Trinitarian Churches. |
| Are you a parent of a child at any of the schools in the Trust? YES/NO  Is this your first term of office as Director? YES/NO  Are you a Governor in another school? YES/NO  If yes, please give the name of the school:  Are you a director or Member in another Trust? YES/NO  If yes, please state which role and Trust: |

|  |
| --- |
| Please provide a brief statement of the skills you will bring to the role: |

* I have read a role description and I am willing to serve as a director for a term of four years from the date of my appointment, if appointed by the Members of the Trust.
* I agree to support and maintain the Christian foundation and Church of England status of the Church school by ensuring that the school is distinctively Christian and that Christian values, principles and beliefs are central to its ethos, curriculum, relationships and work. In the event of a non-Church school joining the trust I equally agree to support and maintain the unique ethos and status of each of the non-church schools in the trust
* I confirm that I am suitable for the role as director/charitable trustee and I am not disqualified from appointment as a director or charitable trustee.

Please follow the links below for further guidance:

[Company Director Disqualification](https://www.gov.uk/company-director-disqualification)

[Automatic disqualification rules for charity trustees](https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions)

* I confirm that I have completed, signed and returned the confidential declaration (below)

Signed: ……………………………………..………………………. Date: ……………………………..

**Church of England Confidential Declaration Form**

The Confidential Declaration Form must be completed by those wishing to work with children in the role of school governor. This form is strictly confidential and, except under compulsion of law, will be seen only by the **{insert name of those responsible for safeguarding/arranging DBS in the Trust}** if necessary.

All forms will be kept securely under the terms of the Data Protection Act 1998

As an academy director you will be eligible for a DBS check.

**PLEASE NOTE THAT THE DISCLOSURE AND BARRING SERVICE (DBS) IS AN INDEPENDENT BODY, WHICH CAME INTO EXISTENCE ON THE 1ST DECEMBER 2012. IT COMBINES THE FUNCTIONS OF THE CRIMINAL RECORDS BUREAU (CRB) AND THE INDEPENDENT SAFEGUARDING AUTHORITY (ISA).**

If you answer yes to any questions please give full details on a separate sheet of paper and be clear which question you are answering by showing the question number.

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with DBS filtering rules? (Include both spent and unspent convictions)

|  |
| --- |
|  |

|  |
| --- |
|  |

**Please tick**  Yes No

1. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with DBS filtering rules?

|  |
| --- |
|  |

|  |
| --- |
|  |

**Please tick**  Yes No

*Notes applicable to questions 1 and 2: declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules.*

*Broadly where your position/role involves substantial contract with children and/or adults who may be at risk you will be expected to declare* ***all*** *convictions and/or cautions etc., even if they are ‘spent’ provided that have not been filtered by the DBS filtering rules.*

***If your position/role does not involve substantial contact with children/and or adults who may be at risk you should only declare ’unspent’ and ‘unfiltered’ convictions/cautions etc.***

*Convictions, cautions etc., and the equivalent obtained abroad must be declared as well as those received in the UK.*

*If you are unsure of how to respond to the above please seek advice from an appropriate independent representative (e.g. a solicitor) failure to disclose relevant convictions, cautions etc. Could result in the withdrawal of approval to work with children and/or adults who may be at risk*

1. Are you at present (of have you ever been) under investigation by the police or an employer or other organisations for which you worked for any offence/misconduct?

|  |
| --- |
|  |

|  |
| --- |
|  |

**Please tick**  Yes No

1. Has your name ever been placed on either of the barred lists previously maintained by the ISA and now maintained by the DBS, barring you from work with children and/or adults at risk?

|  |
| --- |
|  |

|  |
| --- |
|  |

Please tick Yes No

***NOTE: Those applying for work with children and/or adults who are at risk in positions which are outside regulated activity should not respond to the question. If uncertain, your recruiting body will be able to confirm whether or not the position/role for which you are applying is regulated activity.***

1. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and/or adult at risk, or has any such court made an order against you on the basis of any finding or allegation that any child and/or adult at risk was at risk of significant harm from you?

|  |
| --- |
|  |

|  |
| --- |
|  |

**Please tick**  Yes No

1. Has your conduct ever caused or been likely to cause significant harm to a child and/or adult at risk, and/or put a child or adult at risk of significant harm?

|  |
| --- |
|  |

|  |
| --- |
|  |

**Please tick** Yes No

*Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as sexual relationship with a young person or adult for whom you had pastoral responsibility or were in a trusted role or position.*

**NOTE: Make any statement you wish regarding any incident you wish to declare**

1. To your knowledge, has it ever been alleged that your conduct as resulted in any of those things?

|  |
| --- |
|  |

|  |
| --- |
|  |

**Please tick** Yes No

If yes, please give details.

**Declaration**

I declare the above information (and that on attached sheets) is true, accurate and complete to best of my knowledge.

Signed: ………………………………………………….

Full Name: …………………………………………….. Date of Birth: ……………………………………….

Address: …………………………………………………………………………………………………………..

…………………………………………………………………………………………………………..

…………………………………………………………………………………………………………...

Date: ……………………………………………………………………………………………………

Before an appointment can be made applicants who will have substantial contact with children and/or adults who may be at risk in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and/or adults who are at risk.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and/or an adult who is at risk at risk.

**Part B: to be completed by the Chair of the Trust**

We have a responsibility to ensure Directors are suitable for the role. The DFE guidance is clear that directors should be recruited on the basis of their skills and how these contribute to the trust board.

Please supply a copy of your Trust Board/Skills Audit and/or indicate below how this person’s skills will fill any apparent gaps and/or add to the board’s strengths.

|  |
| --- |
|  |

**Signed: ………………………………………………………….. Date: ………………………………….**