**Appointment of Committee members policy**

**Policy**

The aim of the pre-school is to carry out checks on prospective committee members to ensure they are to suitable to act in the role and that the necessary paperwork is completed and stored in the correct way.

**Procedure**

When a parent or other person asks to be considered for the role of committee member, the pre-school will follow these steps:

* Supply the applicant with an application pack which will include an Application form, Job description, ‘Joining the committee’ information sheet & an ‘Overview of the committee’ information sheet.
* When the applicant returns the form it will be reviewed by the committee and, if in order, 2 references will be taken up.
* An informal interview/chat will be carried out to explain the role & responsibilities & assess suitability of applicant.
* Applicant to complete Ofsted form & DBS form.
* If all checks and the references are satisfactory, the applicant can be appointed. At the next committee meeting, the applicant needs to be proposed by one member and seconded by another.
* Committee members must sign up to the DBS update scheme.
* Applicant to read and sign the pre-school’s Confidentiality policy and Safeguarding Policy.
* Applicant to complete e-courses on Educare: specifically Safeguarding & The role of trustees in delivering the EYFS, plus any others that are required during their time as a committee member.
* All paperwork must be completed properly and checked by a committee member &/or Pre-school Manager. This must be kept in the confidential, locked filing cabinet.
* Each term, the manager will check the DBS update scheme and log the outcome in the appropriate folder.
* Existing committee members will support the new member to settle into the role and ensure that they fully understand their roles and responsibilities.

This policy was adopted at a meeting of Alphabets Pre-school management committee

Held on 23 March 2021

Date to be reviewed March 2022

Signed on behalf of the management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Nominated person/ Treasurer)