**Preschool Trustee Application Form**

**Personal Details**

|  |  |
| --- | --- |
| **First Names:**  | **Surname:** |
| **Date of birth:** |
| **Address and Postcode:**  |  |
| **Email address:**  |
| **Daytime telephone:**  | **Evening telephone:**  |
| **Mobile:**  |

**Reasons for Applying:**

Please outline below your reasons for applying.

**Experience and Personal Skills:**

Please give details of any experience, skills, abilities and interests that you have.

**Training:**

Are you willing to attend training? (This will be mostly online training) Yes 🞏 No🞏

**References:**

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

|  |  |
| --- | --- |
| **Referee 1:** | **Referee 2:** |
| Name: Address:Telephone:Email: Relationship to you: | Name: Address:Telephone:Email: Relationship to you: |

# Eligibility Criteria:

<https://www.gov.uk/guidance/charity-trustee-whats-involved#before-you-start---make-sure-you-are-eligible>

# Advice for Trustees:

<https://beingacharitytrustee.campaign.gov.uk/>

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

# Declaration:

I agree to the information given on this form being recorded and used by Jigsaw Preschool and confirm that it is correct and complete to the best of my knowledge and belief.

**Signed: Date:**

**Safeguarding children**

Jigsaw Preschool is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff and volunteers that they share this commitment and follow the prescribed *Safeguarding Children* policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

**Checks on suitability**

Checks undertaken by the early years setting will include:

* Minimum of two references, personal and/or employment references
* a satisfactory enhanced DBS check and subscription to the DBS update service
* proof of identity (via the production of documents on an approved list)

**DBS**

The Disclosure and Barring Service (DBS) provides a barring and criminal records disclosure service. Its role is to ensure that anyone who presents a known risk to children and vulnerable groups is prevented from working with them. To achieve this, the DBS is responsible for making independent barring decisions. It maintains two constantly updated lists, one for those barred from working with children, the other for those barred from working with vulnerable adults. It is an offence for a person on the DBS children’s barred list to work in a childcare role. It is also an offence for a childcare provider to knowingly employ a barred person in a childcare role. In circumstances where individuals have demonstrated a risk of harm to children or vulnerable adults, childcare employers are legally obliged to refer information about the concerns to the DBS.

*DBS Update Service*

To ensure we safeguard the children in our care, Jigsaw Preschool requires volunteers to subscribe to the DBS Update Service which has been set up to allow regular checks for new information on employees’ suitability. As a volunteer, you will be required to undertake a new enhanced DBS check, and we require you to subscribe to the DBS Update Service within 10 days of receiving your new certificate. There is no charge for subscription to the DBS Update Service for volunteers.

*Disqualification*

You have an obligation to disclose to the setting if you:

* are prohibited from working with children (in accordance with the Childcare Act, the Childcare Disqualification Regulations 2018 (Disqualification Regulations), the Early Years Foundation Stage (Welfare Requirements) Regulations 2012, the Statutory Framework for the Early Years Foundation Stage 2017 or otherwise)
* are on the DBS children’s barred list
* have been cautioned subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence against a child
* have been cautioned for or convicted of violent or sexual criminal offences whether against children or adults (including, without limitation, offences committed overseas)
* are subject to an order made relating to the care of children which prevents them from having unsupervised access (including, without limitation, where an order or child protection plan is made in respect of a child under the person’s care)
* have had parental responsibility for a child that has been taken into care
* have had Ofsted registration refused or cancelled (except where the sole reason is non-payment of fees) in relation to childcare or children’s homes, or has been disqualified from private fostering

For further guidance, please visit [www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006](http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006%29)

**Police investigation, caution or charge**

You have an obligation to report any incident, which you are subject to, which leads to a police investigation, caution or charge, which is related to your position (e.g. a child related offence). If you are uncertain as to whether to report being subject to a police investigation, caution or charge you must speak to the Setting Manager.

**Other investigations**

If you are involved in any incident which leads to an investigation by a government department or statutory, you have an obligation to report it to the setting. If you are uncertain as to whether to report being subject to an investigation, you must speak to the Setting Manager.