

Clergy Nomination Form for the Appointment of a Priest or Deacon as a Foundation Governor (or Foundation Director at an Academy)

If you are not a Priest/Deacon please do not complete this form but complete a 'Nomination Form' available from www.schools.cliftondiocese.com

Personal Details

Surname			Title	
Forename(s)				
Address				
Postcode		E-Mail		
Telephone Numbers	Home		Mobile	
Any Previous Names				

Please note that to consider your application, this form may be shared with the school(s) you are being considered for and/or with any school to which you may be appointed, so that they may contact you. If appointed, your name, address, telephone number(s) and email address may be shared with the school and the Governors Support Services Team of the relevant Local Authority so they may contact you about training and any other governor matter.

Equal Opportunities

The Diocese of Clifton welcomes nominations from all members of the Catholic community, irrespective of race, colour, gender, age or disability.

Other Information

Have you ever been or are you currently a school governor?	Yes / No	
If yes, please give details: Name of school(s)		
Period of Office (give dates)		
If you are applying for re-appointment please indicate what Diocesan/ Local Authority training you have undertaken to support you in your role as a Governor		
Diocesan Training within the last 3 years		Date
Local Authority Training within the last 3 years		Date

In order to ensure that all our school's governing bodies are effective, it is the Bishop's expectation that all governors attend appropriate governor training provided by the Diocese and/or a Local Authority.

Disabilities

Do you have any disabilities which will require special provision?		Yes / No
If yes, please describe the nature of your needs and we will try to meet them		

Personal Statement

Please list below the school(s) you are interested in serving and give your reasons. Please note that the diocese is not able to guarantee that you will be appointed to serve on the school of preference, or at all			
School name		Location	
Reasons			
School name		Location	
Reasons			

If appropriate please give details of the Catholic schools currently being attended for any children you have or are related to.	
Name of school(s)	
Are you related to a member of the staff or a governor at a Catholic school?	Yes / No
If yes, please give the name of the relative and details of the school(s)	

Questions relating to statutory disqualification

		Yes (✓)	No (x)
Are you a registered pupil at a school within the diocese?			
Are you subject to a bankruptcy restrictions order or an interim bankruptcy restrictions order?			
Have you had your estate sequestrated and the sequestration order has not been discharged, annulled or reduced?			
Have you ever been disqualified from the office of governor for failure to attend governing body meetings for a continuous period of 6 months or more?			
Are you subject to:			
i	A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986?		
ii	A disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002?		
iii	A disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002?		
iv	An order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under County Court administration order)?		
Have you ever been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible or to which you were privy, or to which you contributed or which was facilitated by your conduct?			
Are you included on the list of people considered by the Secretary of State as unsuitable to work with children?			
Are you subject to a direction of the Secretary of State under s.142 of the Education Act 2002, s128 of the Education and Adoption Act 2006 or any other disqualification, prohibition or restriction [from working with children]?			
Are you barred from regulated activity relating to children in accordance with s.3(2) of the Safeguarding Vulnerable Groups Act 2006?			
Are you disqualified from working with children under ss28, 29 or 29A of the Criminal Justice and Court Services Act 2000?			
Are you disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 or child minding or providing day care?			
Are you disqualified from registration under Part 3 of the Childcare Act 2006?			
Have you received a sentence of imprisonment (whether suspended or not), in the UK or elsewhere, 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?			
Have you received a prison sentence of two and a half years or more in the 20 years before becoming a governor?			
Have you at any time received a prison sentence of five years or more?			
Have you been fined for causing a nuisance or disturbance on school and/or educational premises during the five years prior to or since appointment or election as a governor?			

NB: If you have answered 'Yes' to any of the above you must provide full details enclosing any relevant documents.

Declaration (please read, sign and date)

I wish to offer my services to the Diocese of Clifton in the ministry of foundation governor/director.

If I am appointed as a foundation governor/director I will undertake to seek to:

- preserve and develop the Catholic character of the school(s)/college(s) to which I am appointed
- ensure the school is conducted in accordance with its By Laws and/or Articles of Association, which includes the provisions of:
 - Canon law;
 - The Curriculum Directory and Bishops’ statements on religious education and
 - Any Bishop / Diocesan directives relating to schools/colleges
- govern the school in accordance with its Instrument of Government/By Laws/ Articles of Association and in particular its ethos statement
- become familiar with, support and implement the policies and procedures of the diocese, including the Bishop’s policies on education, including religious education, and to present those policies to the governing body
- consider not only the interest of the individual school, but the interests of other Catholic schools and colleges and of Catholic education throughout the diocese
- respond to the needs of the Catholic community as a whole as represented by the Bishop
- attend the Diocesan induction training on appointment and reappointment and any other relevant training required to support me in my role as a foundation governor
- in all actions serve as a witness to the Catholic faith.

I give my consent, in accordance with the General Data Protection Regulations 2016, for the information contained in this form to be processed and stored for the purposes of recruitment.

I agree to tender my resignation as a foundation governor/director if my circumstances change so as to contravene the diocesan expectations at any time during the tenure of office or if, in the opinion of the Bishop, my resignation would be in the best interests of Catholic education in the diocese.

I understand that I may not start my appointment until the Bishop has received confirmation of a satisfactory enhanced Disclosure & Barring Service certificate and that a check will be required as part of the recruitment process. Details of the Disclosure will be recorded and retained indefinitely on the National CSAS Confidential Database.

Signature of nominee		Date	
----------------------	--	------	--

Information provided on this form, together with all other personal data held about these individuals by the Clifton Diocese, is processed in accordance with the Diocese’s Privacy Notice; which is available at <https://cliftondiocese.com/privacy-notice> or from Alexander House.

**Please return the completed form by post to:
Bill McEntee, Clifton Diocese, Department for Schools & Colleges,
Alexander House, 160 Pennywell Road, Bristol, BS5 0TX.**

If you prefer you may email to: bill.mcentee@cliftondiocese.com but you must protect it with a security measure as the email address is not secure and your application contains personal information.



Governor Nomination Safeguarding Self-Declaration Form **(Confidential)**

Why does the Diocese ask for this form to be completed?

The Diocese wishes to provide you, as the applicant, with the opportunity to voluntarily disclose any convictions, cautions, warnings or bind-overs that are relevant to the role for which you are applying. This helps to avoid any possible subsequent delay in the appointment process.

There is also an expectation that the Diocese seeks references on an applicant's skills and suitability as part of the recruitment process.

Who will have access to the completed document and its contents?

The completed form and its contents will only be shared/reviewed by those with the entitlement to do so to assess relevancy of the contents e.g. the Bishop and appropriate members of the Clifton Diocese staff and the Chair of Governors of any school you may be considered for and/or appointed to, if necessary.

What happens if something is declared?

Any information you supply on the document will not necessarily bar you from being appointed as a governor.

Should further information be warranted in light of your disclosure of information, your prior consent will be sought BEFORE further information or enquiries are made.

A senior Bishop's Officer contact will contact you to discuss any information you disclose and obtain any further details required to help assess the relevancy of the information in relation to the role of a school governor.

How will decisions be made in light of information disclosed?

Decisions will be made based on full examination of the information disclosed. You will be kept informed of the decision process and outcome.

Who will be involved in the decision-making process?

The Bishop and appropriate members of the Clifton Diocese staff and the Chair of Governors of any school you may be considered for, if necessary.

Governor Nomination Safeguarding Self-Declaration Form (Confidential)

Where will this document be held; by whom and for how long?

This document will be retained by the Bishop's Governance Officer.

The document will be retained in accordance with the record retention schedule (*or until a new Disclosure is required at which time a new Safeguarding Self-Declaration is necessary*) and stored electronically on a password protected, secure file accessible only by authorised personnel e.g. Bishop's senior representatives.

If you have any queries regarding the completion of this document, please contact the Safeguarding office in confidence. If you have a disability that may make the completion of this document difficult, the document can be completed by someone on your behalf however we still require you to sign the document.

If after reading the above, you wish to continue with your application, please complete pages 3 and 4 below.

Governor Nomination Safeguarding Self-Declaration Form (Confidential)

Title: Mr/Mrs/Miss/Ms/Other (please specify)	
Current full name: (please include all forenames in addition to your surname)	
Surname:	
Forename(s):	
Full address:	
	Postcode:
Are you or have you ever been the subject of an investigation into a concern relating to children or adults?	
Yes or No?	If Yes , please provide summary details.
Are there any convictions, investigations or information that is likely to appear on your DBS application?	
Yes or No?	If Yes , please provide details.

Governor Nomination Safeguarding Self-Declaration Form (Confidential)

Declaration (please read, sign & date)

- In the spirit of the Church's commitment to protect and safeguard the vulnerable in our communities, I understand that to knowingly provide inaccurate information or omit information will be considered a breach of trust and may result in me being asked to step down from a governor post.
- If I am subsequently convicted of any relevant criminal offence or become subject to investigation regarding safeguarding concerns or conduct issues, I will immediately declare this to the Director for Schools and Colleges.
- I understand (in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018) that this document, and any enquiries made in response to the contents of this document, will be retained in accordance with the record retention schedule (*or until such time that a new Disclosure is required including completion of a Self-Declaration*), and in the event that I am not appointed will be destroyed.
- By signing this Declaration, I provide consent to any school for which I am being considered checking the status of my Disclosure in the future should I subscribe to the online DBS Update Service. These checks will be carried out every 4 years and should this timeframe need to be adjusted for any reason, further consent will be sought. Should I step down from post I will notify the school and advise of my request to withdraw my consent.
- I declare that the information I have given on this form is correct and true to my knowledge.

Signed

Dated

**Please return the whole completed document by post to:
Bill McEntee, Clifton Diocese, Department for Schools & Colleges,
Alexander House, 160 Pennywell Road, Bristol, BS5 0TX.**

If you prefer you may email it to: bill.mcentee@cliftondiocese.com but you must protect it with a security measure as the email address is not secure and your application contains personal information.