Children's World Trustee Appointment and Step-Down Policy and Procedure

1. Purpose

This policy ensures that the appointment and departure of trustees at Children's World are managed fairly, transparently, and in line with charity law and best practice. It supports continuity, accountability, and the charity's long-term sustainability.

2. Scope

This policy applies to all members of the Board of Trustees of Children's World. It complements the charity's governing document and Charity Commission guidance.

3. Appointment of Trustees

3.1 Eligibility

- Trustees must meet the legal requirements under the Charities Act 2011.
- Individuals must demonstrate commitment to Children's World's mission, values, and safeguarding responsibilities.
- Trustees must not be disqualified under charity law (e.g., bankruptcy, criminal convictions relevant to trustee duties).

3.2 Recruitment Process

- The Board will identify skills and experience needed to strengthen governance.
- Vacancies will be advertised openly where possible, ensuring inclusivity and diversity.
- Interested individuals will submit an application or expression of interest.
- Shortlisted candidates will be interviewed by a panel of trustees and/or nominated persons deemed qualified to hold interviews.

3.3 Appointment

- Successful candidates will be nominated and approved by the Board in line with the governing document.
- New trustees will complete a **Declaration of Eligibility and Responsibility** form.
- Trustees will be formally adopted and appointed at an AGM meeting and recorded in the annual AGM minutes.
- There will be a minimum 3 months cooling off period for the new trustees and the charity.
- Details will be updated with the Charity Commission and Companies House (if applicable).

3.4 Induction

- New trustees will receive an induction pack including:
    - Governing document
    - Code of Conduct
    - Safeguarding policy
    - Key governance policies
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- Trustees will be supported with training and mentoring as needed.

4. Step Down Procedure

4.1 Voluntary Resignation

- Trustees wishing to resign must provide written notice to the Chair or Secretary.
- The resignation will be acknowledged and recorded in the minutes of the next Board meeting.
- The Charity Commission and Companies House (if applicable) will be notified promptly.

4.2 End of Term

- Trustees may serve for the term specified in the governing document (e.g., three years or no limited term).
- At the end of a term, trustees may be re-appointed for approval at the annual AGM.
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4.3 Removal

- Trustees may be asked to step down if:
    - They breach the Code of Conduct or other governance policies.
    - They fail to attend meetings regularly without valid reason.
    - They become ineligible under charity law.

- Removal will follow the process set out in the governing document, ensuring fairness and transparency.

4.4 Handover

- Departing trustees should support a smooth transition by:
    - Returning charity property and documents.
    - Briefing the Board on ongoing responsibilities.
    - Assisting with induction of new trustees where appropriate.

5. Monitoring and Review

- The Board will review trustee appointments annually to ensure diversity and skills balance.
- This policy will be reviewed every two years, or sooner if required by law or circumstance.
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6. Related Policies

- Trustee Code of Conduct
- Conflicts of Interest Policy
- Safeguarding Policy
- Equality, Diversity, and Inclusion Policy

Policy Governance & Control This policy is reviewed annually to ensure it remains compliant with current UK legislation and best practices for the charity sector.

Approved by Catherine Busby – Chair of Trustees.
Date Written: This policy was written on 11/03/2026

Next Review Date: 11th March 2027