

## Key Information for Prospective Trustees and Co-Opted Committee Members

### About Us

We are the UK's leading charity for children with brain injury and neurodisability. We deliver rehabilitation, education and community services through skilled teams who work with children and young people, and their families.

Every year 40,000 children in the UK are left with a brain injury as a result of an accident or illness and it can be devastating – they may no longer be able to walk, talk, stand, sit, or feed themselves – sometimes all of these abilities.

At The Children's Trust, we aim to help rebuild as many of their skills as possible, as well as their self-esteem. A child's confidence is central to that relearning.

We help children do this through play, exploration, laughter and having fun; things that are often absent when a child has limited mobility or has had a challenging time. By combining music, singing, arts and crafts, day trips and other activities, with therapy, healthcare and education, children do not focus on what they cannot do, they just do it and have fun.

We are a 'not for profit' charity, not in receipt of any public subsidy. The charity's sources of income are varied and include commercial contracts with the NHS at a national (NHS England) and local (Integrated Care Board) level, local authorities, investments, foreign embassies, retail and fundraising.

You can find out more about us on our website <https://www.thechildrenstrust.org.uk/about>

### Our Promises



Our Promises capture our strengths and aspirations. They guide the way we act, interact and come together to achieve our goals. The journey we took to reach our Promises has been an important one, shaped by our people (our volunteers, employees and trustees), our partners and suppliers and, most importantly, our children, young people, and their families. In developing our Promises we gave children and young people a voice. As a result, our Promises have been genuinely enriched by them. That's because how we work and carry out our role is as important as what we do, and that's why, as part of The Children's Trust, we all need to live by our five Promises.



## Our Services

### Residential rehabilitation

The residential rehabilitation we provide to children with brain injury at our national specialist centre in Tadworth, Surrey, is the largest service of its kind in the UK. We help children restore lost skills or develop new ways of doing things, all the time supporting the family with their child's newly acquired disability, transition home and plan for the future.

### The Children's Trust School

Our school is a unique setting for children and young people with a wide range of special needs including neurodisability and complex education, health, therapy and care needs. We welcome residential and day pupils, aged two to 19 years, and also offer an early years programme incorporating Tadworth Tots Nursery and Taddies, an informal parent and toddler drop-in session. We provide a safe, caring and happy environment where each child's individual needs can be met. In partnership with parents, we enrich a child's quality of life by promoting their intellectual, physical, emotional and social development.

### Community Rehabilitation Service (CRS)

We provide specialist goal-orientated neurorehabilitation delivered in the child's environment, offering online information and resources, as well as support to children, young people, and families through a nationwide virtual acquired brain injury team. In addition, the team offers an intensive, hands-on therapy service to children and young people living in the southeast, alongside virtual hybrid packages of support for those further afield. Our ultimate goal is to maximise the child's participation in everyday life.

### Brain Injury Hub

Our Information Service, which consists of the Brain Injury Hub and our publications, reaches families mainly in the UK, but also across the globe, providing families with free support and advice.

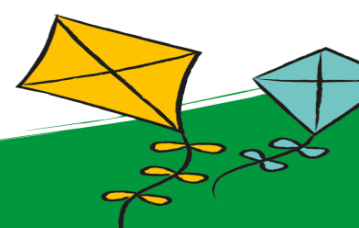
### Regulatory Oversight

Our entire site at Tadworth Court is registered as a children's home with Ofsted and our special school is registered with the Department for Education (DfE). We are registered with the Care Quality Commission (CQC) because we provided nursing care.

## Our Location

We are based in Tadworth Court, Surrey. Tadworth railway station is about 1 mile away but we also have parking on site if you're travelling by car.

Our preference is for board meetings to be held in person, on site at Tadworth Court, Tadworth, Surrey. Some committee and executive meetings are often held remotely.



# Remuneration & Time Commitment

## Remuneration

As volunteers, the roles of trustee and co-opted committee member are unremunerated; however we strongly encourage all volunteers to claim expenses for travel in line with expenses policy.

## Term of appointment

The charity's trustees will serve a **3-year** term to be eligible for re- appointment for a maximum additional two terms of three years.

Co-opted committee members should ideally serve for an initial term of three years, which may be extended thereafter. Please note that co-opted members may still apply for a trustee position at The Children's Trust during the initial term, should an opportunity arise.

## Time commitment

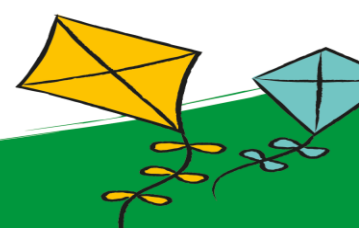
The overall annual time commitment for **trustees** is estimated to be 1-2 days a month. This is a realistic estimate based on the following expectations:

- Preparing for and attending board meetings.
- Preparation for and attendance at sub committees. We expect trustees to join a minimum of one sub committee. Depending on the Committee, they meet 4-6 times a year
- Strategy away day once a year.

Trustees who chair committees or take on extra responsibilities can expect to spend more than 1-2 days.

The time commitment for **co-opted committee members** is less than for trustees, but as a minimum they are required to read papers, prepare for and attend meetings. The frequency and length of committee meetings may vary but committees of the board normally meet between four and six times per annum and last a maximum of three hours. Co-opted members may also be invited to attend other relevant meetings and events at The Children's Trust, but there is no expectation of attendance.

We are open to discussions around the time of day that board and committee meetings (and interviews) are held to accommodate personal circumstances.



## Conduct

All volunteers are required to conduct themselves in accordance with the Charity's "Promises", the Volunteering Handbook, the Volunteering Policy and any other related governance policies and procedures. In particular, trustees and co-opted committee members shall:

- Actively participate in and contribute to the effective working of committees.
- Be respectful and inclusive of others, listening to and acknowledging other points of view and providing constructive challenge when appropriate.
- Represent and act in the best interests of the Children's Trust at all times, following the Charity's Communications, Photography and Social Media Policy. Co-opted members should be aware that they may not speak or act on behalf of The Children's Trust unless specifically authorised to do so.
- Handle information disclosed at committee meetings and in the course of their interactions with the Charity confidentially and in line with the Charity's Data Protection Policy.

## Safeguarding

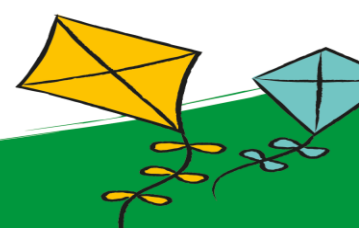
The Children's Trust is committed to safeguarding and promoting the welfare of children and young people. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce. The Children's Trust has policies on safer recruitment, the recruitment of ex-offenders and criminal record checks. A criminal record check is required for trustees but not for co-opted members. Trustees and co-opted members will need to sign in at reception on each visit and co-opted members shall be escorted on site at all times. Depending on the level of engagement co-opted members have with TCT events and projects above and beyond this basic job description, and in line with our Safeguarding Policy, there may be a need for them to complete compliance checks at a later date.

## Equity, Diversity & Inclusion

In 2022 we launched our first EDI strategy and have been making progress towards our goals to become a truly inclusive organisation. This means *all* staff should feel they belong and be treated solely on the basis of their merits, abilities and potential regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background, political beliefs and affiliations, family circumstances or any other irrelevant distinction.

We openly acknowledge that currently our board is not as diverse as we would like it to be, and we are committed to changing this.

As a result we are actively seeking diverse candidates for these next appointments. We believe this is not only the right thing to do but will also enable us to deliver the best care for our children and young people. For example, we know that in the last three years 22% of our beneficiaries have come from ethnically



diverse communities. We want to reflect the diversity of the population we serve, in all ways, not just the easy or visible ones.

Through our EDI data collection and consultation with staff we have identified a range of characteristics which we feel are currently underrepresented, and will have the greatest impact on our beneficiaries, staff and volunteers. We would be particularly excited to hear from you if you:

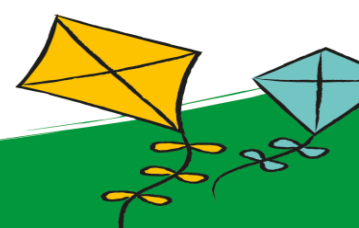
- Have experience of brain injury, disability or neurodiversity
- Come from a diverse ethnic group
- Come from lower socio - economic backgrounds
- Identify as part of the LGBTQIA2S+ community

We realise that having diverse people in place is not enough and will ensure our candidates are supported throughout the process, and once in post.

For further information, see: <https://www.thechildrenstrust.org.uk/about/statement-equity-diversity-inclusion>

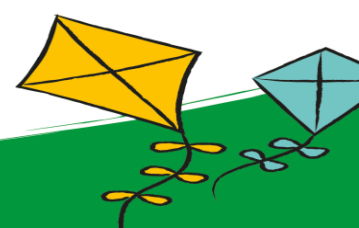
## Get in touch

If you want to apply or simply know more, we have prepared a list of FAQs (below), otherwise please get in touch [volunteering@thechildrenstrust.org.uk](mailto:volunteering@thechildrenstrust.org.uk)



## FAQs

Question	Answer
<p>What is the real difference between being a trustee and a co-opted committee member?</p>	<p>As a charitable company, TCT's trustees are its only registered directors. They must comply with their statutory duties under the Companies Act 2006. Under TCT's Articles of Association, the trustees are also the charity's official members with voting rights at general meetings of the charity.</p> <p>Co-opted committee members are not statutory directors of the charity and have no voting rights. They are also not automatically entitled to attend full trustee board meetings but may do so from time to time on invitation.</p>
<p>Could I start as one and then become the other?</p>	<p>Yes, in fact becoming a co-opted committee member is a great way to test the water, to see if becoming a trustee is something that interests you and that you feel you could commit sufficient time to.</p> <p>Although, not the usual route, If you were to start off as a trustee and later determine that the time commitment is too much, it would also be possible to step-down from the board and contribute to the charity as a co-opted member instead.</p>
<p>If I apply as a trustee but am unsuccessful, could I be considered as a co-opted member and vice versa?</p>	<p>This could be possible, depending on the reasons for being unsuccessful. We welcome anyone with enthusiasm and passion for our cause and with the skills and experience we need, to join in whatever capacity they are able.</p>
<p>To whom can I talk to find out more about the organisation and the roles?</p>	<p>In the first instance please contact our Volunteering Team <a href="mailto:volunteering@thechildrenstrust.org.uk">volunteering@thechildrenstrust.org.uk</a> and they will direct you to the best person to answer your particular query.</p>
<p>What is the selection process?</p>	<p>For trustee positions, once we have received applications and CVs we will draw-up a short-list of candidates to invite for interview. The first interview will be held by a panel of two trustees whose skills most closely match those required to fill the specific vacancy. Second interviews will then be held with the Chair of Trustees and another supporting trustee. Final appointments will be made by our Appointments Committee.</p>
<p>What is the timeframe?</p>	<p>From confirmation of our short-list to final appointment, we aim to complete the process within 6-8 weeks.</p>



Question	Answer
What training is available?	<p>We have a rolling programme of mandatory training for staff and trustees which will help you stay on top of your statutory duties and key regulatory requirements e.g. Safeguarding, health and safety.</p> <p>From time to time we invite external specialists to run sessions with trustees at a board meeting on regulatory topics.</p>
What is the induction and onboarding support?	We run a two-day, face to face induction programme for all staff and volunteers, supplemented with e-learning modules.

