

Trustee eligibility checks and references

WEA will support you to undertake a 'self-serve' Enhanced Disclosure and Barring Service (DBS) check for children *and* adults before you are able to commence in post (as part of our safeguarding procedures, we undertake an Enhanced DBS check for all trustees) and if you have lived overseas for more than three months in the past five years, an additional overseas criminal records check will be obtained. If you are subscribed to the DBS Update Service, you will be asked to give consent for WEA to contact the service to check your DBS records.

You will be asked to confirm that you are not prevented from acting as a trustee under the 'Automatic Disqualification Rules for Charity Trustees' (guidance [here](#)). If you are prevented from acting as a trustee under the 'Automatic Disqualification Rules for Charity Trustees', we will ask whether you intend to apply to the Charity Commission for a Waiver (guidance [here](#)) or if you do not intend to apply for a Waiver we will ask you tell us why.

You will also be asked to confirm you meet the ['HMRC's Fit and Proper Persons test'](#)

External referees

We will ask you to provide contact details for two referees who have known you for at least 3 years and can comment on your suitability for the role (referees should not be family members).

For support and advice about the checks we undertake for all Trustees contact: Kathleen Formosa, Director of Governance and Charitable Purpose. Email: kformosa@Wea.ac.uk