



## Children of the World Montessori School

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### **SAFER RECRUITMENT POLICY**

- The recruitment process at Children of the World Montessori School meets all OFSTED requirements around employing suitable staff. These requirements are listed in the “full day care national standards for under 8’s”, standard 1 (suitable person) and standard 2 (organisation).
- Vacant posts at Children of the World Montessori School are advertised in the local newspapers, childcare magazines and at training colleges. The advert will clearly state the requirements for the position advertised. A statement about commitment to safeguarding is incorporated in any job advert.
- All candidates are required to fill in an application form, a self declaration form for a person requiring disclosure (if they do not already have a DBS check) and a Child Protection guidance and code of conduct for staff and volunteers form and to read COTW Safeguarding Policy and Job description. They are also required to send a CV to Children of the World Montessori School prior to interview. The qualifications of any potential employee are checked for suitability by contacting relevant colleges or previous employers.
- Clear messages about safeguarding are sent to candidates from the outset.
- Through the recruitment process confidentiality is maintained for all applicants.
- Suitability for the post is assessed by checking each Application form for relevant qualifications (i.e. Montessori trained) and contacting referees (usually after the first interview). A short list of candidates is established in this way and then contacted for a first interview.
- Prospective candidates have two interviews, the second interview includes the candidate working one to one with the children and in a group to enable the managers to see how they interact with the children and the materials.
- The interviews are carried out by the two managers. Two references are checked for the most suitable candidates.
- All candidates are informed of the suitable outcome.
- Once a suitable employee has been found, they are invited into the setting to complete any relevant paperwork.
- The member of staff chosen must have a DBS check. And COTW will check the barred list when a candidate has been offered a job.
- COTW will ask to see confirmation of identity, dob, eligibility to work in the UK if applicable, qualifications, overseas checks etc.
- New staff are given a copy of their job description.
- New staff induction takes place at the start of their employment and lasts for one week.
- Staff are required to read the policy book and sign and date it to show they understand the policies in place.
- All staff are required to attend training days and must complete the LSCB Child protection course basic awareness.
- All staff have their own file which includes their application form, self declaration form,

Child Protection guidance and code of conduct for staff and volunteers form, CV, DBS number, information on courses attended, identity document and confidentiality declaration form. These files are kept in a locked cupboard.

- The recruitment file contains information on job descriptions and questions asked during the interview process.
- As part of the candidates induction they are provided with an Induction Pack containing information about COTW, rotas, a copy of the Safeguarding Policy, fire drill, safety risk assessment policy etc and safeguarding cue card plus newsletters and general school information. A copy is at COTW to view.
- If COTW need to check a person has the right to work in the UK we will refer to 'An Employer's guide to acceptable right to work documents' on the .gov.uk website.
- Once a new member of staff has been employed we have an Induction Plan that we complete on the first day, first week, first month and then at the end of their probation period, three months.

This policy is linked to the LSCB Policy

Children of the World Montessori School will also refer to Keeping Children Safe 2015 and Working together 2015.