



Safer Recruitment Procedure

Statement of Intent:

The Spring Montessori operates a safe recruitment system, to ensure all people working with the children in our care are safe and qualified to do so. When we recruit new staff, volunteers or students, we will always follow these procedures.

Method:

Advertising the Vacancy

We advertise all vacancies using local websites, magazines and newspapers, and online. All our advertisements will include statements regarding our commitment to safeguard children and their role in doing so.

Initial Enquiry

Upon enquiring, all potential new staff members, will be sent a Job Description, Application Form and a copy of the schools Safeguarding and Child Protection policy.

Application Form

The Application form includes the following:

- Instructions about how to complete the form.
- A signed declaration that all the information is present and correct.
- A section under the Rehabilitation of Offenders Act, asking if the applicant has been awaiting a verdict, convicted, cautioned, received a court order or warning for any offence that may affect their suitability to work with children.
- A request for the contact details of two referees, one of whom should be the last employer (if this is their first job, their course tutor is a suitable alternative), and the fact their position will be subject to these references.
- That their employment will not commence until they have completed a DBS check.

Interview Procedure

We will notify all candidates selected for interview by letter. All candidates will be asked to bring the following to the interview;

- Proof of identity, e.g. passport, driving licence or birth certificate.
- Proof of address, e.g. recent utility bill or bank statement.
- Proof of qualifications, e.g. certificates.
- For non British nationals, proof of the right to work in the UK.

The interview will be carried out by at least two interviewers. All candidates will be asked the same questions. We will ask additional questions referring to specific items on their application form. We will undertake additional checks if necessary. All interviewees will also be asked to spend some time (supervised) with the children to see how they interact. When we have interviewed and observed all candidates, we will then make our selection. The suitability to work with children must be measured alongside other criteria. Data from the interview/observations/application form/references are used to determine the best candidate for the job.

Appointing a New Staff Member

When the successful candidate has been selected we will;

- Send a written offer through the post, explaining they have a 3 month probation period, which will clearly state, it is subject to the receipt of suitable references and DBS check.
- Contact both referees for their references, which will include questions about their suitability to work with children with regard to safeguarding.
- Initiate an enhanced DBS check.
- Take photocopies of the new staff members certificates and proof of identity and keep it in our Staff file.
- After the probation period is over and has been successful, we will then:
- Give the new staff member a copy of their contract for them to sign.
- Undertake an induction period with the new staff member/volunteer/student, which will include, giving them time to read through and understand all policies, sign a policy confirmation form, go through important procedures, our daily routine, role and responsibilities, emergency evacuation process, child protection/

safeguarding, equality and diversity policy and health and safety. As well as any other issues which may arise.

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____