WALTHAMSTOW MONTESSORI SCHOOL

Safer Recruitment Policy

Aim

At Walthamstow Montessori School, we always ensure that our children come first. For this reason, the safety of our children is always paramount. This policy sets out the rigorous recruitment processes for staff and volunteers to ensure that those recruited are appropriately vetted to work with children. This includes suitable checks, DBS, approved qualifications, approved experience etc. To have an effective recruiting procedure the following stages will be followed:

Person responsible for Recruitment:

LORNA MAHONEY: PRINCIPAL - who has completed a Safer recruitment training course

The Process of Recruitment:

- Recruitment advertising must contain a Safer recruitment statement 'Walthamstow Montessori School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an enhanced disclosure check from the Disclosure + Barring Service (DBS)".
- There is a clear Job Description for every post
- The Person Specification will include the member of staff's "safeguarding children" statement
- Written references will be taken up before interview. Wherever possible, one reference will be from the candidate's current employer.
- The interview process is conducted by at least two senior staff members, at least one of whom has completed the Safer Recruitment training.
- Gathering information and carrying out checks on a candidate is followed in every case.
- The candidate's suitability to work with children is explored at interview
- Volunteers will complete or obtain the following paperwork before beginning their work at school:
    - Enhanced DBS check including Children's Barred list check
    - Registration form or application form

- References will be obtained before a candidate starts employment at WMS
- Face to face interview
- WMS is required to provide references for former staff in a timely manner, including any substantiated safeguarding concerns.

Advertising a Vacancy:

Staff are recruited through advertising through specialist teaching publications (i.e. TES, Nursery World) and the local Guardian newspaper as well as through teaching agencies to ensure our vacancies are open to the community at large. Current staff with appropriate qualifications and experience can apply for positions within the setting.

Applications:

- CVs are not acceptable. All applicants will be required to complete an application form.
- Application Forms will ask for the following information:
  - Personal details including address
  - Comprehensive employment history explaining any gaps
  - Details of all relevant qualifications and training
  - Professional references
  - Any warnings or bind-overs which the applicant might have incurred, as positions working with children and/or vulnerable adults are exempted from the Rehabilitation of Offenders Act 1974.
  - All applicants will be asked to declare any convictions, cautions or reprimands. This includes any convictions considered as "spent" under the Act.

Short listing Process:

- Application forms will be short listed using the criteria set out in the person specification and job description
- Applications will be scrutinised to identify any unexplained gaps, discrepancies or inconsistencies on a candidate's application form. This will be indicated by incomplete forms and gaps in work history.

Providing false information will result in:

- The application being rejected
- Summary dismissal if the applicant has been selected

- Online searches on shortlisted candidates may be carried out to identify any publicly available information that may need to be discussed during the interview. Social media accounts will not be searched as part of this process.

Invitation to Interview:

Applicants are invited to an in writing and attendance confirmed by phone.

The Selection Process:

- At least one of the interviewers will hold a Safer Recruitment Training.
- Pre-agreed questions will be asked on suitability in relation to the Person Specification and ability to undertake the job in addition to individual questions relating to issues which may have been highlighted in references
- Notes/answers recorded from the interview with reasons for decisions/scores.

Checks during the Selection Process:

- The applicant's identity is verified with photographic proof e.g. passport, photo-driving license and birth certificate. If applicant does not have either one of these then a passport size photograph counter-signed by the individual's Doctor, Dentist, GP, Solicitor or last employer.
- Qualifications, right to work in the UK and conflict of interest of successful applicant will be verified on the day of interview by scrutiny of appropriate original documents.
- The applicant's health and physical capacity to undertake the job will be verified. (Asking questions about health issues that are not directly related to the job is role is not legal)
- Academic or vocational qualifications are always verified with actual certificates photocopied and maintained on personal file.
- Independent professional and character references to help assess an applicant's suitability to work with children are obtained and considered prior to appointment. One of these references must be the most recent of current employer where possible. Written references are followed up with a

telephone call to verify authenticity.

Unsuccessful Candidates:

An appropriate letter will be sent.

References:

- At least two references will be sought for the successful candidate, at least one of these being from the candidate's current employer where possible. The other reference is usually a character references from an independent professional to help assess the applicant's suitability to work with children.
- These references will be followed up with a telephone call to verify authenticity.

Decision to Appoint, final steps:

- We will ensure all necessary employment checks and references have been collected (If not already obtained and scrutinised previously).
- We will make arrangements for applicant to come in and complete the DBS application process online with the relevant documentary proof.
- A provisional offer will be sent out. This will be subject to receiving full DBS clearance.
- A formal letter of employment will be sent once all pre-employment checks are complete.

Commencement of Employment:

We will agree a suitable date once a satisfactory DBS enhanced disclosure is received. Welcome/induction arrangements will be completed by school office staff, and the employee will sign the employment contract at that time.

Probationary Period:

All new staff will receive induction, training and a mentor. Staff will be subject to a Probationary Period of 6 Months. This will confirm their suitability for the post and inform future training needs.

This policy was adopted on dated:1st March 2016

Date Last Reviewed: 15th July 2026

Date to be Reviewed: 15th July 2027

Induction Process:

All staff will receive an induction into the workplace which includes information about, and written statements of policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti racism, physical intervention/restraint, intimate care (where appropriate), whistle blowing, internet safety and any local child protection/safeguarding procedures as appropriate to our nursery. Following are stages on what you should know or be shown by the end of your probationary period:

By the1st Day - You should know	**Date**	**Signed**
Fire Safety and Emergency Evacuation	_____	_____
General H&S and Housekeeping rules	_____	_____
General safeguarding rules	_____	_____

By the 1st Week - You should know	**Date**	**Signed**
Safeguarding policy and training	_____	_____
Health and Safety Policy and	_____	_____
Code of Conduct	_____	_____
Confidentiality Policy	_____	_____
Grievance Policy	_____	_____
Disciplinary Policy	_____	_____
Mobile Phone Policy	_____	_____
Fire Drill Policy	_____	_____
Risk assessments	_____	_____
Importance of signing children in/out	_____	_____

By the 1st Month - You should know	**Date**	**Signed**
Behaviour Management	_____	_____
Missing child policy	_____	_____
Complaints policy	_____	_____
Administration of Medicine	_____	_____
Equal opportunities and Diversity Policy	_____	_____
Planning	_____	_____
Outing Policy	_____	_____
Key Person Policy	_____	_____
Accident and Incident policy	_____	_____
Food and Drinks policy	_____	_____
Infectious Conditions Policy	_____	_____
Collection and Non collection policy	_____	_____
First Supervision meeting	_____	_____
By the 3rd Month – You should have	**Date**	**Signed**
Probation/Second Supervision meeting	_____	_____
Offer of permanent contract of employment	_____	_____