

Recruitment Policy

Procedures for recruiting a new member of staff.

The International Montessori school of Cordoba acknowledge the importance of safer recruitment. We have incorporated into our recruitment and selection procedures, measures that help deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. Montessori Cordoba has made safeguarding and promotion of the welfare of children an essential part of creating a safe environment.

Montessori Cordoba recruitment process:

- We set time aside for planning and structuring the process.
- We have clear job descriptions and person specifications, setting down the boundaries and expectations of the role.
- Clear messages about safeguarding are sent to candidates from the outset.
- We always obtain references; including specific enquiries about the applicant's background in relation to safeguarding, and we ensure references are given proper weight and consideration in the selection process.
- We use probing questions at interview into motives, attitudes, and behaviours, not just skills and experience, and questions that cover safeguarding issues as well as other role-related areas.
- We request legal information about criminal history and use it appropriately.
- We ensure that is an ongoing culture of vigilance in the organisation.

Criminal background and self disclosures:

In addition to criminal background checks, we use a self-disclosure form. This can play a vital role in the selection process as it gives candidates an opportunity to share relevant information at an early stage, which can then be discussed at interview and/or and considered before any criminal background check comes back.

We are including a self-disclosure form in the application packs and this helps us to deter unsuitable people from applying for the post.

Scrutinising applications and short-listing.

When we carry out the short-listing process, we record objective evidence about the extent to which each candidate meets the criteria.

- Time is taken to scrutinise applications carefully, rejecting any application which is not correctly made, identifying any gaps in the person's history or any discrepancies or inconsistencies.
- Apply the same criteria from the person specification to each applicant consistently.
- Do not short-list too many people – two or three candidates should be a sufficient number from which to choose the right person.



References

It is vital that references on people seeking work with children are used as a tool to obtain relevant information to guide decisions about selection.

We make sure that references are obtained on short-listed candidates at the right time, from the right people, and asking for specific, relevant information, will play an important part in the selection process.

References are just as important for voluntary posts as for paid employment and a similar process should be followed when seeking volunteers for the kinds of posts that require a formal recruitment process.

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Procedures for ensuring supervision of students

Volunteers and students are also seen by children as safe and trustworthy adults, and the same kind of process applies when they work with children. Because volunteers fill a very wide variety of roles the same principles should be applied.

In those cases, the process includes:

- information about the organisation's commitment to safeguarding children in a special handbook
- obtaining references from sending institutions
- a prior interview
- legal information about criminal history

Certificates of training and qualifications

These are kept in a folder and updated as and when new courses are attended, or qualifications gained.