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| LSA MONTESSORI Safer Recruitment Policy | |
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| Policy first written | September 2016 |
| Reviewed | |

In order to ensure that all staff recruitment is safe, LSA Montessori has adopted the guidance of the DfES 2005 - "Safeguarding Children: Safer Recruitment and Selection in Educational Settings".

In the event of us requiring new staff LSA Montessori will:-

- Advertise the post in the local newspaper and/or on the online job centre website or other online mediums, ensuring safeguarding issues are at the centre of any job advert.
- All candidates will be required to write a letter of application for the job and submit a CV detailing any experience they may have of working with children.
- The Director and senior staff will read through the application letters and CVs and draw up a short list of candidates.
- The shortlist of candidates will be invited to conduct a short activity in setting with the children. This will usually be a story.
- Candidates who are successful in the activity will be contacted and interviews arranged.
- The interview panel will consist of no more than three people.
- Candidates will all be asked the same questions and invited to ask their own questions about the role at the end of the interview.
- After interview, candidates will be notified as soon as possible as to their success or otherwise in their application and any feedback required will be given.
- After selection, nursery will apply for DBS clearance for the new member of staff, in instances where candidates have not subscribed to the DBS update service, who will not be able to take up their duties unsupervised until this is received.
- The new member of staff will be inducted into the setting and begin duties.

The nursery will also seek references and DBS clearance for any students or volunteers who may come into contact with children in the setting.