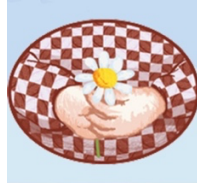


Stone Bay Montessori and Beach School



Safe Recruitment Policy

Stone Bay Montessori and Beach School provides a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality.

When a staff vacancy arises, the following steps are taken:

1. The Safer Recruitment and Selection Checklist (see next page, Appendix 1) is followed and filled out at all stages.
2. The post is either advertised in the Montessori Magazine, the Montessori Jobs website or a suitable applicant on file is contacted for an interview.
3. Applications from all sections of the community are welcomed. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief or ethnic origin.
4. Applicants are invited to send a copy of their CV and an interview is arranged. There will be at least two people interviewing, one of which will be trained in 'Safer Recruiting'.
5. At least two references are checked
6. Short listed applicants are invited back during school hours to see the school in operation, meet staff members and to bring copies of educational certificates for verification.
7. The chosen candidate is offered the job on conditional satisfactory completion of the following pre-appointment checks (below), and considerations of a probationary period
8. Pre-appointment checks - References / identity and qualifications / evidence of right to work in the UK / DBS certificate / Barred list check / disqualification from childcare and a health check
9. An employment letter, confirming conditions of employment, is given to the applicant alongside a job description and handbook
10. A time and date for an Induction Programme is arranged.