



Children of the World Montessori School

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Safer Recruitment Policy

Policy Statement

Children of the World Montessori School (COTW) is committed to safeguarding and promoting the welfare of children. We use safer recruitment procedures to help ensure that people working or volunteering in the setting are suitable to work with children.

Recruitment and suitability checks are carried out in accordance with the current Early Years Foundation Stage (EYFS) statutory framework and other applicable employment, safeguarding, Disclosure and Barring Service (DBS) and right-to-work requirements.

Recruitment Process

Recruitment will be proportionate to the role and will normally include:

- clear information about the role, responsibilities, qualifications and COTW's commitment to safeguarding;
- an application process that provides sufficient information about the candidate's employment history, experience and suitability;
- shortlisting against the requirements of the role;
- an interview or other appropriate selection process which includes questions about safeguarding and suitability to work with children;
- where appropriate, observation of the candidate interacting with children as part of the selection process;
- verification of identity, qualifications and right to work in the UK, where applicable;
- appropriate references, DBS and other pre-employment checks.

Any unexplained gaps, discrepancies or concerns arising from the application, employment history, references or interview will be explored before employment is confirmed.

References

COTW will obtain a suitable reference before employment. References will be obtained directly from an appropriate referee and will not be accepted from a family member or as an open reference such as 'to whom it may concern'.

Where appropriate, a reference will be sought from the candidate's current employer, training provider or education setting and completed by a senior person with suitable authority. If the candidate is not currently employed, COTW will seek verification of the most recent relevant period of employment and, where relevant, a reference from the last employer for whom the candidate worked with children.

References will be checked for consistency with information provided by the candidate and any safeguarding or suitability concerns will be followed up.

DBS and Suitability Checks

COTW will obtain the level of DBS check appropriate to the role (enhanced), including a children's barred list check where the role and legislation require it. A new employee must not commence employment before the required criminal records check has been received.

Appropriate enhanced criminal records checks will also be obtained for volunteers in accordance with the EYFS requirements.

Where a person has lived or worked outside the UK, COTW will consider whether additional overseas checks or evidence of suitability are appropriate, recognising that a DBS check does not cover periods spent overseas.

COTW will verify identity, date of birth, qualifications required for the role and right to work in the UK where applicable. Qualification evidence will be checked against current early years qualification requirements where the person is to be counted in staff:child ratios.

Self-Declaration and Ongoing Suitability

Candidates will be asked to provide relevant information about their suitability to work with children as part of the recruitment process. COTW will consider information fairly, confidentially and in accordance with applicable law.

Staff must continue to be suitable throughout their employment. They will be made aware of their duty to disclose relevant information that may affect their suitability to work with children, including relevant arrests, charges, convictions, cautions, court orders, reprimands or warnings, whether arising before or during employment.

Any information raising a potential suitability concern will be considered promptly and appropriately. Where required, COTW will seek advice from or notify Ofsted, the Local Authority Designated Officer (LADO), DBS or other relevant agencies.

Conditional Offers and Starting Employment

Offers of employment may be made subject to satisfactory completion of the required pre-employment checks. COTW will not allow a new employee to commence employment before the required criminal records check has been received. Other statutory and role-specific checks must also be satisfactorily completed as required before the individual undertakes duties for which the check is necessary.

Induction and Probation

All new staff receive an induction appropriate to their role. This includes COTW's safeguarding and child protection procedures, staff behaviour/code of conduct, whistleblowing, health and safety, emergency procedures, confidentiality and other policies relevant to their work.

New staff are supported and monitored during their probationary period. Induction and supervision provide opportunities to identify training needs, reinforce professional expectations and address any concerns about practice or suitability.

Recruitment Records and Confidentiality

COTW keeps appropriate recruitment and staff records, including evidence of required checks, in accordance with the EYFS, data protection requirements and the setting's Privacy Notice. Personal information is stored securely and access is restricted appropriately.

Responsibilities

The school owners/Head Teachers are responsible for ensuring that safer recruitment procedures are followed and that required checks are completed. Everyone involved in recruitment must maintain confidentiality, act consistently and keep the welfare of children at the centre of decision-making.

Related Policies

This policy should be read alongside COTW's Safeguarding and Child Protection Policy, Staff Behaviour/Code of Conduct, Whistleblowing Policy, Equality, Inclusion and Diversity Policy and Privacy Notice.

Reviewed and updated: September 2026

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