Safer Recruitment Policy

Introduction

It is Alamiyah Montessori policy to recruit the most suitable person for each vacancy, regardless of sex, colour, race, nationality, national or ethnic origins, religion or beliefs, age or perceived age, sexual orientation or disability. Wherever possible, existing employees will be invited to apply for promotion opportunities when a suitable vacancy arises.

Safer Recruitment deals with safeguarding pupils from the employment of unsuitable staff through a thorough recruitment procedure which by design helps to deter, reject or identify people who might abuse children.

Aim

At Alamiyah Montessori, 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 carrying out suitability checks such as the DBS, checking approved qualifications and experience. The entire process is crucial to ensure safer recruitment.

Approach

All staff involved in HR and specifically recruitment must ensure that they comply fully with the organisation's equal opportunities policy at every stage of the recruitment process.

- Unless otherwise justified, a decision to shortlist, interview, employ or engage the services of any person will be taken without regard to the applicant's gender, marital status, race, colour, nationality, national or ethnic origins, religion or belief, sexual orientation, age or disability.
- Where appropriate, skills tests will form part of the interview.
- When a suitable candidate has been identified and interviewed, a job offer will be made subject to satisfactory references, proof of qualifications, sight of relevant documentation confirming: identity, address, the individual's right to work in the UK, provision of a DBS Disclosure (with a Barred List check), full employment history, Online

Search, Childcare Disqualification Declaration which discloses convictions, cautions, court orders, reprimands and warnings, training, understanding and use of English and confirmation that the person is physically and mentally fit to undertake the position. If a candidate has lived or worked overseas for more than three months over five years ago then an overseas DBS or equivalent police check will also be undertaken.

- Each offer letter must be accompanied by a statement of the terms and conditions of employment relating to that position and a form for the applicant to sign denoting acceptance of the job on those conditions.
- In the case of internal promotions or transfers, the employee must be sent a letter confirming the variation to his or her terms and conditions e.g. salary. Details of the planned induction should also be sent with this letter, e.g. outlining any training and development , if appropriate,.
- Appointments will not be confirmed, nor starting dates set, until satisfactory replies have been received from referees, proof of qualifications submitted by the employee, the required DBS Disclosures applied for and received, the medical questionnaire reviewed and documentation confirming the individual's right to work in the UK seen and copied.
- Once the starting date has been agreed, the successful candidate will be informed in order that the induction programme can be arranged.
- All appointments will be made subject to a satisfactory probationary period. The Executive Director will monitor new employees' progress closely during this period. Following this probation period, a recommendation will be made as to whether the employment should be confirmed, extended or terminated.

Disqualification Under the Childcare Disqualification Regulations 2018

Alamiyah Montessori follows Safer Recruitment guidelines and will not employ anyone to work with children in the early years from birth to five or in childcare provision for children under the age of eight, if they are "disqualified". The grounds for disqualification are not only that a person is barred from working with children (included on the children's barred list) but also if: -

- They have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad;
- Other orders have been made against them relating to their care of children;
- They have had their registration refused or cancelled in relation to childcare or children's homes or have been disqualified from private fostering;
- Staff who work with children in the early years from birth to five or in childcare provision for children under the age of eight and anyone directly concerned with the management of the early years or childcare for pupils under the age of 8 are required to sign a disclaimer, prior to appointment, to this effect and are required to counter sign this declaration annually.

Further guidance can be found in Statutory Guidance Disqualification under the Childcare Act 2006.

Regulated Activity and Pre-Appointment Checks

The level of DBS certificate required and whether a check for any prohibition, direction, sanction or restriction is required will depend on the role being offered and duties involved. A staff member engaging in regulated activity will require an enhanced DBS certificate which includes barred list information.

All regular work for Alamiyah Montessori with the opportunity for contact with children is considered regulated activity. Regular work is defined as and includes frequent work. Frequently meaning once a week or more often, or on 4 or more days in a 30 day period or overnight between 2am and 6am. Regulated work may include the following features:

- Will be responsible on a regular basis for teaching, training, instructing, caring for or supervising children; or
- Will carry out paid or unsupervised work regularly where the work provides an opportunity for contact with children; or
- Will engage in intimate or personal care or overnight activity even if this happens only once; or
- Providing advice or guidance on physical, emotional or educational wellbeing regularly; or

- Driving a vehicle only for children regularly.

The full legal definition of regulated activity is set out in schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

Staff in regulated activity at Alamiyah:

- Teaching Staff
- Teaching Assistants
- Midday/Lunch Assistants
- Childcare/Club Staff
- Office Staff (office staff have first aid/care duties and may be requested to cover playtime supervision)
- Unsupervised regular volunteers, who are based within the classrooms
- Caretaker
- Cleaner

An enhanced DBS certificate would also be required for any supply staff who undertake any of the above roles.

Staff Not Engaging in Regulated Activity

All other staff not engaging in regulated activity due to an occasional contract but who may have contact with children, for example contractors and supervised volunteers (within the classroom) will need an enhanced DBS Certificate without a barred list check. If an individual works less than 3 days in a 30 day month period then they are not engaging in regulated activity since it is not done 'regularly' under the definition of regular in the Safeguarding Vulnerable Groups Act 2006)

A supervised volunteer who regularly teaches or looks after children is not in regulated activity. Supervised volunteers are overseen by staff who are in regulated activity at all times and are not left alone in a room with the children. Volunteers will be required to have an enhanced DBS check without Barred List checks. See further guidance on supervision and regulated activity (KCSIE 2025)

At the setting, Trustees and Board members do not generally work within regulated activity.

Staff NOT in regulated activity at Alamiyah:

- Contractors engaging in occasional work on a supervised basis
- Third party service providers (who do not work unsupervised regularly with children)
- Supervised volunteers
- Trustees unless they have a role which requires regular contact with children at the setting

Disclosure and Barring Service

As a childcare setting, we seek enhanced DBS checks with barred list information under the children's workforce for successful applicants who will undertake regulated activity. Successful applicants who do not undertake regulated activity will have an enhanced DBS without the barred list information.

We request to see an original copy of the applicant's DBS Certificate once it arrives in the post to the applicant's home.

If a staff member has been appointed and a DBS has been initiated and is in the process but the certificate does not arrive in time for their start date then the staff member would be able to start work in a supervised capacity (and under a risk assessment) and the setting would perform a separate barred list check. If an individual is barred from regulated activity then they will not be employed since it is an offence to employ them for any sort of regulated activity.

Where a candidate has worked in a school or further education institution in England in regulated activity prior to employment, with no more than a three month break from ending employment to appointment at the setting, there is no requirement for an overseas check or an Enhanced DBS Check (see guidance KCSIE 2025 p65 para 238). In this case we will obtain an Enhanced DBS and complete all pre-appointment checks but will not complete an overseas check. The setting will undertake Enhanced DBS checks for all

posts that fall under regulated activity even though there are some instances when a DBS check is not required.[1]

DBS Update Service

Successful candidates who have signed up to the update service at the point of application for a new DBS can then be checked using the update service rather than initiating a new DBS check. The Update Service will allow us to search an online database for any change to their information since the initial check. The setting will check with the candidate whether they have subscribed to the Update Service. If the candidate verifies this then the setting will:

- Seek the original copy of the DBS certificate from the candidate to:
  - confirm that it matches the individual's identity
  - examine the certificate to ensure that it is the right level of check and for the right workforce
- Obtain written consent from the candidate for us to check their DBS Status on the Update Service

For successful candidates who are not signed up to the Update Service, a full enhanced DBS check will be initiated. Following a satisfactory result, the candidate will be asked to subscribe to it and provide written consent to Alamiyah Educational Foundation to search the online database for any change to their information since the initial check, as and when necessary, at a minimum of once per year.

[1] *'There is no requirement for a school to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the person's appointment, the applicant has worked, in a school in England, in a post:*

• which brought the person regularly into contact with children, or

• to which the person was appointed on or after 12th May 2006 and which did not bring the person regularly into contact with children or young persons, or

• in another institution within the further education sector in England, or in a 16-19 academy, in a post which involved the provision of education which brought the person regularly into contact with children or young persons.

References and Employment History

The setting requires two written references by pro forma directly from the referee to the setting through a professional email address as a legitimate source of information. As far as possible references will be sought prior to interview to allow for any concerns or issues to be addressed. Open references or references supplied by the candidate are not acceptable. References are obtained from the candidate's current and/or previous employer and a further professional reference is also required if candidates do not have a current and previous employer. If candidates do not have a current employer then reasons for leaving previous employment or school or college will be sought from their previous employer, school or college. Personal references from friends or family will not be considered acceptable.

On receipt of references they will be scrutinised to ensure that:

- all specific questions have been answered satisfactorily
- any concerns raised or vague/insufficient information is clarified with the referee
- any discrepancies on the reference (after comparison with information provided by the candidate) are taken up with the candidate
- It has been received from a legitimate source
- Any information about past disciplinary action or allegations that are disclosed are considered carefully when assessing the candidates suitability for the post
- the reference has been signed (and stamped if applicable)
- They do not include information that do not meet the harm threshold
- They do not include concerns/allegations which are unsubstantiated, unfounded, false, or malicious.

SCR

The setting maintains a single central record of pre-appointment checks which includes all staff, trainee teachers, third party staff who work on site, contractors and all members of the Trustee Board who act as members of the proprietary body.

The SCR must contain:

1. Identity Check
2. Barred List Check
3. Enhanced DBS Certificate provided (incl. those undertaken by a third party)
4. Professional Qualifications Check where required
5. Right to Work Check
6. Written confirmation with date of confirmation that checks have been performed by Agency or Third Party for staff that they supply.
7. Name of the person who did this check

The setting will not retain any DBS certificates except in exceptional circumstances where there is some information which needs to be investigated. In this case the certificate will be kept for no longer than 6 months.

All other verification checks will be stored in the individual's personnel file.

Agency or Third Party Staff (Temping/Supply Agency)

Where appropriate, the setting will obtain written notification that Enhanced DBS checks have been performed for any staff member supplied by an agency or third party organisation. Notification should state that it was their organisation who carried out the checks.

Where the position requires a barred list check, this must be obtained by the agency or third party prior to appointing the individual.

The relevant minimum checks will also always include any other role-specific checks, where applicable, e.g. disqualification from childcare and their identity check and review of the individual's DBS certificate performed by the setting to verify their identity and to ensure that they are the same person for whom any further checks were done.

Contractors

Contractors must be subject to the appropriate level of DBS check, where appropriate. If engaging in regulated activity then an enhanced DBS check including barred list check should be carried out. For all other contractors who are not engaging in regulated activity but whose work provides them with opportunities for regular contact with children an enhanced DBS without barred list information will be required.

Contractors cannot be left on site unsupervised or to engage in regulated activity if no checks have been performed. If a contractor is not checked, they must work either out of hours in a supervised capacity or be fully supervised at all times with a member of staff stationed with them.

If a contractor is self-employed then they cannot apply for a DBS check, in which case the setting will conduct these checks.

The identity of contractors and their staff should be checked when they arrive on site.

Existing Staff

If the setting has concerns about an existing staff member's suitability to work with children, the setting should carry out checks as if the person was a new member of staff.

Similarly if a staff member moved from one role which did not involve regulated activity to one which did involve regulated activity, the relevant checks for the regulated activity must be carried out.

The setting must inform the DBS service and Ofsted of any staff member who has harmed or poses a risk of harm to a child or vulnerable adult on conclusion of an investigation of serious misconduct. The referral should be made when an individual is removed from working in regulated activity (paid or unpaid) which could include being suspended, redeployed to work in non regulated activity or if they would have been removed had they not left employment.

Volunteers

Unsupervised volunteers undergo the same checks as staff, except the right to work checks. The nature of voluntary roles varies across the setting and so Alamiyah Educational Foundation undertakes a written risk assessment to decide what checks are required for each volunteer. This risk assessment will be kept under review each academic year.

The checks may include the following:

- Enhanced DBS check
- Application form with full employment history
- References
- Face to face interview

The Volunteer and Student placement Policy details the procedure for appointing students and volunteers at Alamiyah Educational Foundation.

Visitors

Visitors do not require a DBS check. They should however have their identity checked and remain supervised on site at all times.

Alternative Provision

The setting is still responsible for safeguarding children who have been placed with an alternative provision provider. It is the setting's responsibility to ensure that the safeguarding arrangements are satisfactory.

Written confirmation from the provider must be received stating that appropriate safeguarding checks (usually performed by the setting) have been performed on individuals working at the establishment.

Young People on Work Experience

If a young person/child is provided with a placement for work experience at the setting and provides opportunity for contact with children then this may be considered to be regulated activity. If the young person is over the age of 16 then an enhanced DBS check will only be performed if their work will be unsupervised and for longer than the usual 2 week period. If the child is under 16 then a DBS check cannot be performed.

The Process of Recruitment:

- Recruitment advertising must contain a Safer recruitment statement 'Alamiyah Educational Foundation 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) if they undertake regulated activity.
- There is a clear Job Description for every post outlining safeguarding responsibility
- The Person Specification will include the experience, attitudes, skills, behaviours, abilities, values and qualifications required and a "safeguarding children" statement
- Application Pack contains a clear image of the setting and the setting's commitment to safeguarding children
- The following will be included in the application pack, Person Specification, Job Description, safeguarding statement, self disclosure form, outline of selection process, application process, reference pro forma as an example and two reference details request
- After applications have been received, candidates will be shortlisted.
- Written references will be taken up before the interview or shortly after. One reference will always be from the candidate's current employer or the most last employer or educational establishment
- 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 through direct and indirect questioning

Advertising a Vacancy

Staff are recruited through advertising through specialist teaching publications or websites (ie, TES, Montessori International, INDEED) and/or the local newspapers 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, however they can be used to register interest in a role along with a covering letter.
- All applicants will be required to complete an **Application form** since anomalies can be seen easily, the forms can be easily compared. Information provided at the application stage will be checked and verified using a cross checking method with more than one source to ensure that the main details provided are accurate.
- Where possible, discrepancies will be followed up before the interview at the shortlisting stage.
- Self disclosure forms will not be used at the shortlisting stage since this will prejudice the candidates application.
- The application form will need to contain the following necessary 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.

o All applicants will be asked to declare any convictions, cautions or reprimands. This includes any convictions considered as “spent” under the Act.

o The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, (2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed to employers, and if they are disclosed, the setting cannot take them into account.

Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide

Short listing Process:

- Application forms will be shortlisted using the criteria set out in the person specification and job description
- Applications will be scrutinised to identify any unexplained gaps in 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

Possible referral to the police if it relates to a criminal offence

o As part of the short listing process, an online search will be carried out as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the setting might want to explore with the applicant at the interview.

o Shortlisted candidates will be informed that online searches may be done as part of due diligence checks.

Invitation to Interview

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

The Interview Process

- At least one of the interviewees will hold a Safer Recruitment Training certificate.
- 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
- **Mental and Physical Capacity** to carry out the job role and work responsibilities will be verified at the interview. (A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the role interviewed for.)
- Candidates will be asked specific safeguarding questions to check their understanding of their safeguarding responsibilities
- The safeguarding questions and emphasis on safeguarding throughout the recruitment process are designed to deter unsuitable candidates
- If a successful candidate lies about a conviction, the setting can take legal action against them in the future.
- At interview the candidates attitudes, values and behaviours will be explored Notes/answers recorded from the interview with reasons for decisions/scores.
- All teaching staff have a two stage interview process to ensure that the setting is satisfied with their skills and suitability to work with children.
- Candidates are shortlisted after each stage of the interview process.

Checks conducted at formal interview stage

- **Identity:** The applicant's identity is verified with photographic proof e.g. passport, photo driving license. If the applicant does not have either one of these then a passport sized photograph counter-signed by the individual's Doctor, Dentist, GP, Solicitor or last

employer. This photograph should be accompanied by a Birth Certificate. In order to confirm the candidate's name, it is best practice to see the Birth Certificate and any marriage certificates or official documentation verifying a change of name.

- **Right to Work:** Discussion on the individual's right to work in the UK and conflict of interest to be verified on the day of the interview. Scrutiny of appropriate original documents usually take place on the interview day. If any originals are not present then these are verified post interview if the applicant is successful.
- **Disqualification Form:** (self disclosure form completed at the time of application and brought in to the interview)
- **Qualifications** check to verify that they are indeed the person with the qualifications listed on their application and that they are suitable for the job. Academic or vocational qualifications are always verified with original certificates photocopied and maintained within the employee's personnel file.
- **2 References** will be requested using a pro forma **reference form** and obtained in order to assess the applicant's suitability to work with children. The referees should be professionals from previous employment and one should be the most recent employer of the candidate. Open references provided by the candidate will not be considered as one of the two mandatory references. References must be provided to the setting confidentially by the referee.

Checks with the successful applicant post interview stage

Appointments will only be confirmed after all checks have been completed satisfactorily and the applicant can be deemed suitable.

When a candidate is successful at interview the following checks will need to be conducted for all staff engaging in regulated activity:

- **Enhanced DBS** will be carried out to ensure that the candidate has not had any previous convictions which prevent them from being suitable to work with children.
- **Right to work in the UK** and conflict of interest of successful applicant to be verified and copies taken of appropriate documents.

Decision to Appoint

- Ensure that a panel is appointed to make the decision.
- Don't rely on personal judgement.
- Panel should be independent, where family members are not being interviewed.
- To ensure all necessary employment checks and references have been collected (If not already obtained and scrutinised previously).
- Send provisional offer. This will be subject to receiving full DBS clearance and the candidate providing an original copy to check.
- Send formal letter of employment once all pre-employment checks complete.
- **Medical Checks form** to be completed by the candidate after appointment. The applicant's health and medical issues are recorded after recruitment through a medical questionnaire to ensure staff medical conditions are risk assessed and appropriate measures put in place. *(It is important to note that asking questions about health issues that are not directly related to the job is role is not legal*)

Commencement of Employment

Any appointment made to a successful candidate including someone who has lived or worked abroad must be conditional on satisfactory completion of the necessary pre-employment checks. A suitable date for commencement is agreed once a satisfactory DBS enhanced disclosure is received and all other employment checks are complete. If the DBS checks have not come back, the candidate may not start work with children. Ensure welcome/induction arrangements are completed by the manager whereby the employee completes the employment contract.

Unsuccessful Candidates

An appropriate letter will be sent informing them they have not been successful.

Probationary Period

All new staff will receive induction and training. Staff will be subject to a Probationary Period of 3-6 months. This will confirm their suitability for the post and inform future training needs. (A signed policy is available upon request) All new staff will be provided with:

- Contract and Job Description outlining their agreed role and responsibilities.
- Staff handbook outlining code of conduct and policies and procedures involving whistleblowing, grievance, staff bullying and harassment etc
- Clearly written policies and procedures relating to all aspects of the setting and specifically safeguarding.
- Induction training outlining, staff conduct and processes for supervision, appraisals, monitoring, performance management and CPD where issues of safeguarding will be discussed and concerns raised.

It will be clear to all staff that all staff and management will be expected to act on concerns about safeguarding and any behaviour that falls short of the expectations required of staff.

Review of Policy

This policy will be reviewed annually or sooner or if there is any change in statutory guidance or legislation. See 'Policy Review Schedule'.

Adopted in a meeting at Alamiyah Montessori on 23/09/2025

Last Reviewed: 21/10/2026

Signed: N Bobat (Manager) and S Motara (Nominated Person)

On behalf of Alamiyah Montessori

The legal framework and documents referenced in this policy are:

Keeping Children Safe in Education Sept 2026