



MONAGHAN WALDORF SCHOOL CLG

# PROCEDURE FOR THE SAFE RECRUITMENT OF COLLEAGUES AND VOLUNTEERS

## Introduction

Monaghan Waldorf School is committed to ensuring that all colleagues & volunteers working with children are suitable for their roles & prioritise child safety and well-being. This policy outlines our approach to the recruitment & selection of colleagues & volunteers, ensuring compliance with Children First: National Guidance for the Protection and Welfare of Children, the Children First Act 2015, & other relevant legislation.

## Purpose

- Ensure a safe and transparent recruitment process for all colleagues and volunteers.
- Protect children by preventing unsuitable individuals from working with them.
- Maintain compliance with child safeguarding and Garda vetting requirements.
- Uphold our commitment to a child-centred environment.

## Scope

- All employees, whether permanent, temporary, or contract-based.
- All volunteers, including parents assisting in school activities.
- Any individual engaged in activities involving direct contact with children.

## Advertising and role descriptions

- All job advertisements will clearly state the school's commitment to child safeguarding.
- Each role will have a clear job description outlining responsibilities and safeguarding expectations.
- Statements on requirement for Garda vetting & reference checks will be included in all recruitment materials.

## Application and screening process

- All applicants must complete a standard application form, including details of previous work with children.
- Applicants will be required to disclose any information regarding criminal convictions or past investigations related to child protection.
- A minimum of two references will be requested, one of which must be from a previous employer or relevant organisation.

## Interviews and selection

- A structured interview process will assess the applicant's suitability to work with children, including their understanding of child safeguarding.
- Scenario-based questions will be used to assess the applicant's awareness of child protection concerns.
- Interviews will be conducted by at least two senior members of colleagues or designated representatives.

## **Garda Vetting and background checks**

- All successful candidates must complete Garda vetting before commencing their role.
- If an applicant has lived outside Ireland, a police clearance certificate from the relevant country will be required.
- No individual will be permitted to work with children until vetting is completed and approved.

## **Induction and training**

- All new colleagues and volunteers will receive child safeguarding induction training.
- Training will include the school's Child Safeguarding Statement, Code of Conduct, and reporting procedures.
- Colleagues and volunteers must complete ongoing safeguarding training as required by law.

## **Probation and supervision**

- New colleagues and volunteers will be subject to a probationary period, during which performance and adherence to safeguarding policies will be reviewed.
- Regular supervision and check-ins will be conducted to ensure safe and appropriate interactions with children.
- Any concerns regarding conduct or suitability will be addressed in line with the school's disciplinary procedures.

## **Reporting and record keeping**

- Detailed records of all recruitment, vetting, training, and supervision processes will be maintained securely.
- All colleagues and volunteers must be aware of how to report concerns about child welfare.
- Any breaches of this policy may result in disciplinary action or dismissal, in line with school policies and statutory requirements.

## **Policy review**

This procedure will be reviewed annually or after any incident that necessitates its use. The review will ensure the procedure remains in compliance with legislative requirements and best practices.

This policy was adopted by Monaghan Waldorf School CLG on this 15th day of February 2025.

Persons responsible: Jamie Macleod-Elliott

Designation: Director & Company Secretary

Signature: \_\_\_\_\_

Date: 15/02/2025

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