



Cabella International
Sahaja School

SAFER RECRUITMENT POLICY

15 May 2025

1. Introduction

Cabella International Sahaja School (CISS) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive working environment to all its Staff members. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's Recruitment and Selection policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities, and suitability for the position, including their support for the Sahaja Yoga values-based culture of the school;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds, including race, colour, gender, national or ethnic origin, religion, disability, or age;
- to ensure compliance with all relevant legislation and guidelines, including the UN Convention on the Rights of the Child (CRC), provisions in Italian law pertinent to children's rights, and the recommendations of the International Task Force on Child Protection, led by the Council of International Schools (CIS).
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks and by conducting the recruitment process in a way which prevents, as far as possible, the recruitment of individuals who are unsuitable to work with children;
- to ensure that all staff receive information and training on the school's safeguarding policy and procedures, and safe working practices, including guidance on acceptable conduct.

The following policy and procedure must be used for the recruitment and selection of all staff, paid or volunteering, working for Cabella International Sahaja School.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

2. Recruitment and Selection Procedure

Step 1: The Selection and Recruitment Committee

The Selection and Recruitment Committee will consist of at least two members of the management team and/or senior staff. For the selection of management positions, at least one member of the Board of Directors and at least one member of the Steering Committee will be included.

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment within the last five years (via [Safer recruitment training for schools | NSPCC Learning](#); content formally managed by the UK Department for Education).

Step 2: Inviting Candidates

The Job adverts for paid or volunteering positions link to the website which provides the following information:

- a role profile for the role applied for, including the main duties and responsibilities specific to the needs of the role, the experience / background needed and the personal qualities sought.
- the following statement: *Cabella International Sahaja School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appropriate vetting procedures and criminal background checks will be undertaken before any appointment is confirmed.*
- Staff application form.

The School's Child Protection Policy and the Safer Recruitment Policy are available to download from the School's website.

Step 3: Application

All applicants for paid or for volunteering positions will be required to complete the application form containing questions about their academic and employment history, their participation in local Sahaja Yoga activities and their suitability for the role. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the completed application form.

Two references will be requested. The School will ask to provide the contact details of the national Sahaja Yoga coordinator of any country where the applicant has resided for more than six months over the past 10 years, in order to request references. If the applicant has teaching experience, a professional referee must be provided. If the applicant has previously worked or volunteered for other Sahaja educational institutes, a referee from the management of that Sahaj educational institute must be provided. Referees should not be related to the applicant.

Providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police.

Step 4: Reviewing and Shortlisting

The recruitment panel will shortlist candidates against the role specification.

For the shortlisted candidates, two referees will be contacted. All references will be confirmed with a phone call; these calls will be recorded in the applicant's folder stating the date and name of the person who made the phone call and a short summary of what was said.

The Application Forms and the Reference Forms should be reviewed by a member of the recruitment panel that has received Safer Recruitment Training. Particular attention should be paid to questions regarding disciplinary issues, suitability to work with children and whether the information given by the referees matches the information given on the Application Form. Any discrepancies or inconsistencies in the information provided will be taken up with the applicant and the relevant referee.

Step 5: Interview

Interviews may be conducted face-to-face or online. It is recommended, but not mandatory, to have a minimum of two members of the Selection and Recruitment Committee for each interview. For senior roles, a larger interview panel is appropriate. The interview panel must include a member that has received Safer Recruitment Training.

Candidates called to interview will receive:

- a message confirming the interview detailing the time and names of the interviewers,
- a copy of the detailed job description.

The interview will explore the candidate's:

- motivation to work with children and young people;
- dedication to serve in a Sahaja educational institute and subscribe to its practice of meditation, culture and values;
- relevant knowledge, experience and competences to be successful in the role;
- emotional resilience and readiness to face the challenges of life at a boarding school;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.

With regards to the last aspect, it is imperative that safeguarding questions are asked at interview to ensure the filtering process of unsuitable applicants, but also to gain an insight into the knowledge, experience and attitude of the applicant towards safeguarding, as this information can facilitate early training requirements upon commencement of the role.

The interview will also explore any possible issues with each applicant, based on the information provided in the Application Form and references received (e.g. gaps in employment, anomalies or discrepancies in the information available to the panel).

Step 6: Outcome

At the end of the process, the applicant's files are offered to the attention of the Divine. The recruitment decision will be based on the criteria required, along with a vibrational verification.

To the unsuccessful applicants, upon request, the outcome will be explained constructively, and any feedback that can help them should be given honestly.

Step 7: Employment checks and Single Central Record

Any offer of employment following the interview will be conditional on the following upon arrival in the school:

- verification of the applicant's identity: the applicant has to provide the current valid passport or national identity;
- verification of the applicant's eligibility to live and work in Italy: the applicant must provide a current, valid residence permit for Schengen (if the nationality of the applicant is not Schengen);
- police clearance check (*certificate penale del casellario giudiziale*);
- verification of professional qualifications (the candidate must provide the original or certified copy of certificates or diplomas required for the role);
- verification of the applicant's medical fitness for the role: the applicant needs to complete a confidential health questionnaire.

A copy of the documents is kept in the personnel file.

In the School's Single Central Record (SCR), an overview of the checks carried out for each employee and volunteer is stored. These include the reference checks, as well as the above pre-employment checks.

Step 8: Medical fitness

Anyone appointed to a post involving regular contact with children or young people must be medically fit. It is the School's responsibility to ensure that employees have the appropriate level of physical and mental fitness before an appointment is confirmed.

All applicants to whom an offer of employment is made must complete a Pre-employment Health Questionnaire. This information will be reviewed against the job description for the particular role, together with details of any other physical or mental requirements of the role i.e., proposed timetable, co-curricular activities, layout of the School, etc. If the School has any doubts about an applicant's fitness, they will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertake a complete medical assessment.

No job offer will be withdrawn without prior consultation with the applicant and, where appropriate, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

3. Induction

The arrangements made for introducing a new employee or volunteer to the duties of the post, and to the school as a whole, are referred to in this policy as “the Induction Programme.” It is designed to help new staff become familiar with the requirements of their position and learn about the school culture, ethos and working practices effectively and efficiently; so that they become knowledgeable and confident as quickly as possible.

The Induction Programme will:

- provide information and training on the school’s policies and procedures;
- provide child protection training and assess its effectiveness;
- explain the School’s Staff Code of Conduct to ensure that all staff new to the school understand what is expected of them at the school and gain support to achieve those expectations;
- enable the new colleague to become confident, improve and develop themselves in their role;
- identify and address any specific training needs;
- enable the new member of staff’s Line Manager to recognise any issues/concerns about the person’s ability or suitability at the outset and address them immediately.

The Induction Programme includes:

- a number of online training modules that can be covered before arriving and/or during the onsite training period;
- a two-week onsite training period prior to the beginning of the academic year;
- a series of one-to-one and team feedback meetings that provide opportunities for new staff members to discuss any issues / concerns about their role or responsibilities;
- the possibility to shadow a colleague in the same role, if appropriate;
- the possibility to have one or several sessions of observation & feedback by an internal and/or external expert, if appropriate.

4. Ongoing Monitoring

Ongoing Monitoring of Criminal Convictions

All employees are required to provide to the School an updated police clearance certificate once every three years.

Ongoing monitoring of Fitness to Work

All employees will be required to undergo a medical examination with the School’s doctor (*medico competente*) once a year.

Retention of Records

The combined information of the Staff Application Form, the Coordinator's Reference Form and other information gathered (e.g. from referees), will be stored securely and treated as Personal Data in accordance with the Casa Madre Privacy Policy.

If an applicant is appointed, the School will retain any relevant information on their personnel file, as well as copies of the required pre-employment check documents.

An overview of all pre-employment checks is kept in the School's Single Central Record (SCR). There is only one copy of the SCR, created on an online spreadsheet, which is only accessible to appropriate staff members.

If the application is unsuccessful, all documentation relating to the application will be confidentially destroyed after one year.

Records of previous staff and volunteers will be destroyed ten years after their departure, except for candidates who agree to stay on the School's pool of collaborators.