



Burgh Wood Montessori Nursery School

Recruitment and Disclosure and Barring Service Policy



This policy is made available to all parents, prospective parents, staff and prospective employees of Burgh Wood Montessori School on our website, and a hard copy can also be viewed upon request.

Introduction to policy

Burgh Wood Montessori Nursery School (*hereafter the "Nursery School"*) aims to recruit high-quality teachers who are appropriately qualified and experienced. The Nursery School carries out employment checks through the Disclosure and Barring Service (*hereafter "DBS"*) in accordance with statutory requirements. Further, the Nursery School ensures that teacher to child teaching ratios are within the minimum requirements of the Early Years Foundation Stage welfare requirements to ensure that children have sufficient focus and individual attention at all times.

Summary of procedures

Recruitment

The Nursery School is committed to recruiting, appointing and employing teachers in accordance with current employment legislation. The Nursery School works towards equality of opportunity and employ non-discriminatory procedures for teacher recruitment and selection.

The Nursery School welcomes applications from all sections of the community. Candidates will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

Candidates will be asked to bring original identification paperwork to an interview (i.e., birth certificate/passport/driving license). Copies of relevant documents will be made, verified and kept on file should the candidate being successful in securing employment.

Candidates are requested to declare all convictions, cautions, court orders and warnings that may affect their suitability to work with children.

Upon formal offer of a position, two written references will be required to be provided by the candidate, and verified with the reference provider via a telephone call.

New teachers will be subject to a three month probationary period – at the end of the three month period a meeting will be held with the Principal to confirm or withdraw the position.

If a candidate is applying for a Manager / Deputy Manager vacancy, they must have a minimum of three years' experience working in an early years setting or equivalent experience.

All teachers employed by The Nursery Schools must have, or be working towards, a minimum of Level 2 in Childcare with the aim of working towards Level 3.

Teacher management

All teachers are required to have a valid DBS clearance in line with the Early Years Foundation Stage legal requirements. Teachers who are awaiting confirmation of their DBS clearance are not allowed unsupervised contact with any child.

The Principal of The Nursery Schools has a First-Class Honours Degree in Education and Early Childhood Studies, and the Manager has a BA Honours in Early Years Education and Leadership in Practice. All teachers have a Level 2/3 childcare qualification.

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All teachers have employment contracts which set out their roles and responsibilities at the Nursery School. All teachers are expected to adhere strictly to the Nursery School's policies and procedures and have to sign a declaration form that they have read and understood the policies and procedures.

Induction training for new teachers takes place in the first week of employment. This induction training includes emergency evacuation procedures, health & safety and safeguarding/child protection.

All teachers are expressly forbidden from smoking tobacco, drinking alcohol or taking illegal drugs at the premises of the Nursery School, and any employee found to be contravening this requirement may be subject to instant dismissal. Further, any report of a teacher found to be taking illegal drugs outside of their place of employment will be investigated any the teacher may be subject to instant dismissal.

The teacher to child ratios applied at The Nursery School is as follows:

- 1:4 for 2-year-olds (Government guidance is 1:5, however, we prefer to offer a 1:4 ratio)
- 1:8 for 3 – 4-year-olds

All teachers hold regular team meetings to undertake curriculum planning and to discuss children's progress, achievements and any matters that may.

All teachers are expected to undertake training and development courses to enhance their personal development to ensure a high level of education is provided. Appraisals are carried out once a year to identify the specific training needs of the teachers, and supervision meetings are carried out every six weeks. Supervision meeting provides opportunities for teachers to:

- Discuss any issues, particularly concerning children's development or well-being, including child protection concerns.
- Identify solutions to address any matters as they arise.
- Receive coaching to improve their personal effectiveness.

All teachers are expected to conduct themselves in a professional, courteous, helpful and warm manner at all times.

In the event of an employment grievance, a teacher should raise the issue with the Principal who will be responsible for investigating the grievance according to the Nursery School's *Complaints policy*.

Students and Volunteers

The Nursery School considers that student and volunteer placements offer a valuable opportunity for potential childcare professionals. The needs of the children attending the Nursery School are paramount and therefore the number of students and volunteers are restricted as necessary.

The Nursery School has strong links with the London Montessori Centre, and applications from this, or any other learning centre, are on a 'first come, first served basis' and at the discretion of the Principal.

Further reading

Staff training and development plans/policy: www.surreycc.gov.uk/eycpractitioners

Advisory, Conciliation and Arbitration Service (ACAS): www.acas.org.uk

National Apprenticeship Service: www.apprenticeships.org.uk

Student Finance: www.gov.uk/student-finance/overview

Early Years Qualifications Finder: www.education.gov.uk/eypqd/qualification

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