



## Burgh Wood Montessori Nursery School & The Orchard Nursery School

### Recruitment and Disclosure and Barring Service Policy



#### Introduction to policy

Burgh Wood Montessori Nursery School and The Orchard Nursery School (*hereafter the "Nursery Schools"*) aim to recruit high-quality teachers who are appropriately qualified and experienced. The Nursery Schools carry out employment checks through the Disclosure and Barring Service (*hereafter "DBS"*) in accordance with statutory requirements. Further, the Nursery Schools ensure 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 Schools are committed to recruiting, appointing and employing teachers in accordance with current employment legislation. The Nursery Schools work towards equality of opportunity and employ non-discriminatory procedures for teacher recruitment and selection.

The Nursery Schools welcome 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 will be made 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 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. All teachers have a minimum Level 3 childcare qualification, and all teaching assistants have a Level 2 childcare qualification.

All teachers have employment contracts which set out their roles and responsibilities at the Nursery Schools. 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.



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All teachers are expressly forbidden from smoking tobacco, drinking alcohol or taking illegal drugs at the premises of the Nursery Schools, 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 Schools are as follows:

- 1:4 for 2 - 3 year olds
- 1:8 for 3 - 5 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 Schools *Complaints policy*.

### Students and Volunteers

The Nursery Schools consider 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 Schools have 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](http://www.surreycc.gov.uk/eycpractitioners)

Advisory, Conciliation and Arbitration Service (ACAS): [www.acas.org.uk](http://www.acas.org.uk)

National Apprenticeship Service: [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

Student Finance: [www.gov.uk/student-finance/overview](http://www.gov.uk/student-finance/overview)

Early Years Qualifications Finder: [www.education.gov.uk/eypqd/qualification](http://www.education.gov.uk/eypqd/qualification)