

KIA MENA MONTESSORI PRE-SCHOOL

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Recruitment and Employment

Policy statement

At Kia Mena Montessori Pre-school, we meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff and volunteers are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Recruitment Procedures

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- All our positions have job descriptions, which set out the applicant's roles and responsibilities.
- We follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining two references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.
- We prefer that all our staff and volunteers keep their DBS check up-to-date by subscribing to the DBS Update Service throughout the duration of their employment with us.
- We obtain consent from our staff and volunteers to carry out on-going status checks of the Update Service to establish that their DBS certificate is up-to-date for the duration of their employment with us.
- Applicants are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us.
- All staff recruited are asked safeguarding questions and are made aware of our policies and guidelines through the induction process and staff handbook.
- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.

Employment Procedures

- All new employees follow our induction programme.
- All new employees also are given a copy of our staff handbook. This is regularly updated and given to staff throughout their time at Kia Mena.
- Staff have termly supervision or appraisal meetings.
- At the end of each year, DBS updates are checked. Staff who are not enrolled in the DBS update scheme are required to complete a suitability declaration form.
- Job descriptions are updated annually.

This policy will be updated annually
Next update due: OCTOBER 2026