

Staff Employment Policy

Blackwell Montessori Nursery Ltd is committed to following procedures for safe recruitment of staff.

We always take up references directly with the referees, in writing and follow it up with a telephone call to the referee, as this will help to confirm the identity of both the referee and the prospective member of staff. We never accept a written reference or testimonial from a prospective member of staff as it could have been written by anyone. We prefer to take up a reference with the person's last employer and check out any gaps in their employment history.

We request an Enhanced Disclosure from DBS (formerly CRB) for all our staff plus checks against barred lists. Existing disclosure is not acceptable and new disclosure will be requested for each new staff member.

As part of our annual staff review and development procedure each person will sign a declaration stating that they have not had any convictions or cautions since their last disclosure was taken up.

Members of staff starting their employment before their DBS clearance has come through will be supervised at all times and will never be left on their own with children.

We will always make sure that any prospective member of staff is medically fit to work with children. We do this by asking them to complete and sign a medical fitness disclosure.

Any member of staff implicated in a child protection investigation will be suspended.