

Guidance Notes for Completion of Application Form.

Check that you have received everything:

- Application Form
- Equal Opportunities Monitoring Form
- Job Description
- Person Specification

Equality and Diversity Policy (Equal Opportunities)

The Pre-School Learning Alliance is committed to helping Pre-Schools provide equality of opportunity for all children and families, and take positive action to eliminate discrimination in all areas of their work. As a member of the Alliance:

We completed all 9 modules of the Quality Assurance Scheme “QuILT” Quality Improvements in Learning and Teaching (June 2011) which ensures Equality and Diversity is acknowledged through all modules.

We are currently revisiting the QuILT as we are committed to providing an excellence service.

THE CORNERSTONE UNDER 5s works in accordance with all relevant legislation, including:

- Children Act 1989
- Children Act 2004
- Childcare Act 2006
- The Equality Act 2010
- Children and families Act 2014
- London child Protection Procedures (5th edition)
- www.londonscb.gov.uk/procedures

All candidates are expected to fill in the monitoring section of the application form. For the whole policy please refer to the Policies and Procedures

Safeguarding and Child Protection- Policy and Procedure

This policy is in line with the [Working Together to Safeguard Children \(2015\)](#) and the [London Child Protection Procedures \(5th Edition\)](#).

This policy applies to all adults, including students/volunteers, working in or on behalf of the Cornerstone Under 5s.

Everyone working in or for our settings service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn and develop in our pre-school setting, and



Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our setting

Cornerstone Under 5s Commitment

Cornerstone Under 5s is committed to Safeguarding and Promoting the Welfare of all of its children. Every child's welfare is of paramount importance.

We recognise that:

- Some children may be especially vulnerable to abuse
- Children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at pre-school, their behavior may be challenging
- Children can be victims and perpetrators of abuse
- Children who harm others may have been abused themselves
- Allegations can be made against staff, however careful and safe our recruitment practices

All appointments will be subject to an enhanced DBS check.

For the whole policy please refer to the Policies and Procedures

Privacy Notice Policy

At Cornerstone Preschool we committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

The data we collect is

- Processed fairly, lawfully and in a transparent manner in relation to the data subject you.
- Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects you for no longer than is necessary for the purposes for which the personal data is processed.
- Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

For the whole policy please refer to the Policies and Procedures



Mission Statement

Here at the Cornerstone Under 5s we believe that every child needs to know God's love". The Cornerstone Under 5s seeks to provide a safe, secure, happy and stimulating environment where children can grow spiritually, educationally, emotionally and socially.

We seek to work with children and parents in a spirit of partnership to ensure each child has the opportunity to develop essential skills and abilities through a selection of play experiences within a healthy, enjoyable and safe atmosphere. This provides a firm foundation for each child starting education, so that they can become confident and proud of what they have achieved.

We strive for the best outcomes for the children through the Early Years Foundation Stage 2017 for children ages 0-5.

Adopted June 2011/Updated September 2013

Completing the Application Form.

All information you write will be confidential. The importance of making a good application.

The information you provide in your application form is the only information we will use in deciding whether or not you will be short listed for an interview. It will also be referred to in the interview itself.

Complete your form in black ink or type it so we will have no difficulty photocopying it. Ensure that it is as clear and readable as possible. It is essential that you complete all the questions. If you need to continue an answer on a separate page please make clear which question is being answered on the top of the page (e.g. Question 3 continues).

We will not consider CVs which are submitted without the application form.

Notes on specific questions:

Person specification criteria

These are the most important questions on the form. You should explain in the spaces provided how you meet all the essential requirements in the person specification.

References

Please give two referees. At least one of these should be your present or most recent employer. Your present employer will not be contacted unless we are considering offering the post. The other referee should be someone capable of commenting on your skills and experience relevant to the post, and should have known you for a period of two years.

Signature

Before you sign the declaration:

- Ensure you have answered all of the questions

- Complete the separate monitoring form

Please note that unsigned applications will not be considered.

Short listing

After the closing date, the application forms are read to check that each person's skills and experience match up to the requirements of the job. At these stages the selection panel may decide there are insufficient candidates and decide to re-advertise. If this happens you will be advised whether or not your application is still being considered. If there are sufficient suitable candidates the selection panel will call those candidates who best match the criteria for the job to have an interview.

The interview panel will ask questions that are intended to allow you to expand the information given in your application. You will have the opportunity to ask questions about the job, conditions of service etc. at the interview. The panel has to keep a record of their assessment of each candidate so that the reasons for their decisions are clear, consistent and justifiable.

Job offers.

All candidates will be contacted within five days of the interview. The offer, subject to satisfactory references, will then be confirmed in writing.

Complaints

If you feel you have been treated unfairly, please write to The Cornerstone Under 5s, 149 Canterbury Road Leyton, London E10 6EH addressed to Ruby Marwat, Business Manager within three months of the closing date and we will investigate your complaint. We are working hard to ensure our recruitment process is carried out fairly.