

SUPPORTING DOCUMENTATION FOR OPENING AN EDUCATIONAL INSTITUTION

Application Form.	
Planning Authority approved plan of premises showing measurements, functions and area sizes.	
Architect's Declaration regarding structural integrity and appropriateness of the building.	
Final Compliance Certificate issued by the Commission for the Rights of People with a Disability.	
Health and Safety Risk Assessment Report complete with certification of compliance to be submitted every year	
Fire Safety Report complete with certification of compliance.	
Noise, Light and Ventilation Report complete with certification of compliance.	
Annual electrician certification of electrical installation as safe and fit for use.	
Annual electrical engineer certification of electrical appliances as safe and fit for use.	
General Liability Insurance cover covering all occupants of the educational institution.	
Lease Agreement/Contract denoting ownership.	
Memorandum of Understanding/Service Agreement signed between MEDE and the Educational Institution.	
<p>Manual of Policies and Procedures, including but not restricted to:</p> <p>Human Resource Policy <i>staff recruitment</i> <i>staff development</i> <i>mentoring and coaching</i> <i>staff records keeping</i></p> <p>Internal Quality Assurance Policy <i>staff supervision</i> <i>behaviour management/correct implementation of discipline policy</i> <i>internal review policy (eg: SDP, Annual/weekly/yearly programme of activities, child development programmes)</i> <i>assessment policy</i> <i>rationale, mission and vision</i> <i>internal review of programmes</i> <i>transition policy</i> <i>adequacy of human resources (eg: teachers, counsellors)</i> <i>adequacy of physical resources (eg: specialised classrooms sports/play facilities, laboratories, IT infrastructure, audio visual aids)</i> <i>referral policy (eg: child abuse, substance abuse, bullying, school attendance)</i> <i>compliance with applicable legislation, rules, regulations, policies, procedures and upholding of ethics and values</i> <i>monitoring, assessment and development</i></p> <p>Health and Safety Policy <i>compliance with O.H.S.A. legislation</i> <i>child protection policy [including data protection, whistle blowing, child's personal records, dealing with suspected abuse of children]</i> <i>accident management (including the use of injury report template)</i> <i>first aid procedures (including training of staff in paediatric first aid, installation and timely replenishment of first aid boxes, awareness of assembly points by all concerned)</i> <i>sick child policy and procedure</i> <i>uncollected child</i></p>	

<p>healthy lifestyle policy (including healthy lifestyle patterns among children and a proper food and drink policy to prevent obesity, promote health and consumption of nutritious food)</p> <p>safety and integrity of physical infrastructure (suitable materials and routine maintenance of premises and equipment)</p> <p>good hygiene practices</p> <p>daily cleaning routines</p> <p>Code of Ethics</p> <p>behaviour management/disciplinary measures</p> <p>inclusion measures</p> <p>dress code</p> <p>high integrity and competence of employees</p> <p>commitment to constant quest for quality</p> <p>avoidance of conflicts of interest whether real or perceived</p> <p>prohibition of unethical behaviour both on a personal and professional basis</p> <p>non-discrimination on any grounds whatsoever</p> <p>fairness and equity</p> <p>subordination of individual interests to that of the employing of the educational institution</p> <p>Student information and support systems Policy</p> <p>applicable policies launched by MEDE</p> <p>record keeping</p> <p>inclusion policy [including special needs arrangements statementing policy, non-discriminatory policy, student/stakeholders involvement] – in line with A National Inclusive Framework (MEDE 2019)</p> <p>planned communication between educational institution and parents</p> <p>child/student admission and dismissal policy</p> <p>child/student transition/progression policy</p> <p>Appeals Policy Contents</p> <p>complaints procedure</p> <p>right of appeal against institutional decisions</p> <p>Administration Policy Contents</p> <p>list of fees</p> <p>assurance of institutional probity, evidenced also by a business plan covering a period of at least five (5) financial years. The educational institution must have a sound financial basis, as well as fit and proper persons to ensure the achievement of learning outcomes</p> <p>organisational structure of the educational institution</p> <p>year planner of the educational institution</p> <p>provision of stakeholder involvement in decisions</p> <p>Other Policies (as necessary).</p>	
Educational Programme of Study (in adherence with the National Curriculum Framework).	
Staff List Sheet.	
Declaration by the Head of School regarding the suitability of staff employment in relation to the Educational Programme of Study and a copy of their qualifications.	
<p>Teaching staff as stipulated in the MOU/Service agreement:</p> <ul style="list-style-type: none"> - Notification of Employment from the Education Resources Department (email: erd-des.mede@gov.mt) <p>Permanent/Temporary Teacher’s Warrant from the Council for the Teaching Profession (https://education.gov.mt/en/teachingprofession/Pages/Application-Forms.aspx)</p>	
POMA Clearance for all members of staff.	
Police Certificate of Conduct for all members of staff – issued within the last 2 months.	
Generic Teaching staff profile, indicating the selection criteria used by your institution.	
Employment Licence issued JobsPlus for all non-EU/Third World country members of staff, including the Head of the Educational Institution (if applicable).	