

## SUPPORTING DOCUMENTATION FOR AN EDUCATIONAL INSTITUTION LICENCE

Application Form.	
An architect's declaration that the premises are in line with the P.A. (Planning Authority) Class 2C final approved plan.	
A Health and Safety declaration letter by a competent person declaring that the premises are safe and fit for purpose. (valid for two years)	
A declaration by an electrician that both the electrical installation and all electrical appliances are safe and fit for use.	
General Liability Insurance cover covering all occupants of the educational institution.	
Lease Agreement/Contract denoting ownership.	
<p>Memorandum of Understanding/Service Agreement signed between MEYR and the Educational Institution.</p> <p><i>Any signed Agreement must include but not limited to:</i></p> <ul style="list-style-type: none"> <li>- <i>Date of commencement and expiry.</i></li> <li>- <i>Staffing Strategy including number of professional staff required and their qualification/s to deliver the approved programme/s.</i></li> </ul>	
<p>Manual of Policies and Procedures, including but not restricted to:</p> <p><b>Human Resource Policy</b>  <i>staff recruitment</i>  <i>staff development</i>  <i>mentoring and coaching</i>  <i>staff records keeping</i></p> <p><b>Internal Quality Assurance Policy</b>  <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><b>Health and Safety Policy</b>  <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>  <i>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)</i>  <i>safety and integrity of physical infrastructure (suitable materials and routine maintenance of premises and equipment)</i>  <i>good hygiene practices</i>  <i>daily cleaning routines</i></p>	

<p><b>Code of Ethics</b>  behaviour management/disciplinary measures  inclusion measures  dress code  high integrity and competence of employees  commitment to constant quest for quality  avoidance of conflicts of interest whether real or perceived  prohibition of unethical behaviour both on a personal and professional basis  non-discrimination on any grounds whatsoever  fairness and equity  subordination of individual interests to that of the employing of the educational institution</p> <p><b>Student information and support systems Policy</b>  applicable policies launched by MEYR  record keeping  inclusion policy [including special needs arrangements statementing policy, non-discriminatory policy, student/stakeholders involvement] – in line with A National Inclusive Framework (MEDE 2019)  planned communication between educational institution and parents  child/student admission and dismissal policy  child/student transition/progression policy</p> <p><b>Appeals Policy Contents</b>  complaints procedure  right of appeal against institutional decisions</p> <p><b>Administration Policy Contents</b>  list of fees  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  organisational structure of the educational institution  year planner of the educational institution  provision of stakeholder involvement in decisions</p> <p><b>Other Policies (as necessary).</b></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><b>Teaching staff as stipulated in the MOU/Service agreement (where applicable):</b></p> <ul style="list-style-type: none"> <li>- Notification of Employment from the Education Resources Department (email: <a href="mailto:erd-des.meyr@gov.mt">erd-des.meyr@gov.mt</a>)</li> <li>- Permanent/Temporary Teacher’s Warrant from the Council for the Teaching Profession (<a href="https://education.gov.mt/en/teachingprofession/Pages/Application-Forms.aspx">https://education.gov.mt/en/teachingprofession/Pages/Application-Forms.aspx</a>)</li> </ul>	
POMA Clearance for all members of staff.	
Police Certificate of Conduct for all members of staff – issued within the last 6 months.	