



## Working with External Professionals Policy and Procedure

**Objective:** At Learning Ladder Nursery, we strive to provide a complete and well rounded learning experience and this may involve hiring external parties to enhance the learning of the children.

**Policy:** The nursery employs services of an external provider only after careful consideration of the benefits and after performing due diligence on the external service provider.

**Procedure:** To uphold this policy, the following measures are in place:

### Working with external professionals

- External professionals such as sports coaches, dance instructors, language teachers, etc are to be hired after a thorough interview process and reference check
- The following documents must be submitted by the external professionals:
  - Trade license( In the case of a company)
  - Passport copy, Visa, and Emirates ID of the instructor
  - Complete contact details of the company/instructor
  - Reference letters-at least one to be provided to the nursery
  - Written contract to be executed between the nursery and the external provider
  - Classes, rates, and planning to be approved before hand
- External professionals should first report to reception they are required to sign in and out before entering the nursery
- Mobile Phones are to be placed in the "Phone Box" in the reception area
- A full time member of staff should always be present with the external professionals
- External professionals are not to take any photographs of the children