Safer Recruitment Policy

School Vision, Mission and Core Values

Our Vision
Providing world-class education

Our Mission
To empower students with a holistic, rigorous and international education for success in an ever-changing world

Core Values
Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

Adopted: August 2014
Last Revised/Amended: August 2026
Next review: August 2027

CEO/Board		**Principal**
Head of Primary School	**Head of Secondary School**	**Other relevant staff**

Please see Innoventures Education and Raffles International School Policies and Guidelines:

1. Policy Statement

The safe recruitment of staff in our schools is the first step to safeguarding and promoting the welfare of the children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in, the roles they undertake.

This school recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

2. Aims

The school will:

- Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- Maintain a single central record of recruitment and vetting checks
- The following pre-employment checks will be undertaken prior to the commencement of employment:
  - Confirmation of identity.
  - Receipt of at least two satisfactory references, one of which will be from the former or most recent employer.
  - A satisfactory security clearance.
  - Verification of the candidate's medical fitness.
  - Verification of qualifications.

3. Practice and Procedure

3.1 <u>Advertising</u>

Where applicable the school will advertise vacant posts. Normally this will entail an external advertisement. All employment advertising will include a safeguarding and child protection statement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates, an internal appointment may be considered appropriate and advertisement of this will be at the discretion of the Principal.

3.2 Applications

A standard application form and current CV must be submitted by all applicants. Letters of application may be requested or submitted as supplementary documentation. The school requires candidates to account for any gaps or discrepancies in employment history when interviewed. Where an applicant is short-listed, these gaps will be discussed at interview. Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (eg: General Teaching Council for England).

3.3 References

References for short listed candidates will be sent for immediately after short listing. The only exception to this is where candidates have indicated on their application forms that that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible. References must be in writing and be specific to the job for which the candidate has applied - open references or testimonials are not acceptable. The school will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

Reference requests will specifically ask:

- About the referee's relationship with the candidate.
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable. Referees will also be asked to confirm details of:
- The applicant's current post and attendance record.
- Performance history and conduct.
- Any disciplinary procedures in which the sanction is current.
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those.
- Details of any allegations or concerns that have been raised that relate to the safety and welfare of children.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved,

or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, would not.

Serious or recent concerns relating to professional misconduct or child protection and safeguarding issues will result in the application being rejected.

3.4 Proof of Identity and Right to Work in the UAE & Verification of Qualifications and/or Professional Status

Short listed applicants for all posts will be required to provide proof of identity by producing documents when requested.

Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation when requested. The school will verify that candidates have obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the original relevant certificate, or a letter of confirmation from authorising body.

A candidate should take it upon themselves to ensure that they are eligible to work in the UAE by contacting the relevant local authorities and obtaining the required attestations.

3.5 Employment Offer

Once all pre-employment checks have been satisfactorily completed, an offer of employment will be issued. The contract will be issued as soon as possible but, in all circumstances, once all approvals form regulatory authorities have been received.

3.6 Record Retention I Data Protection

The school will retain all interview notes on all applicants and comply with all current UAE data protection laws.

3.7 Personal file records

The school will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form
- References
- Disclosure of convictions
- Proof of identification
- Proof of academic qualifications
- Proof of registration with General Teaching Council if applicable (for teaching staff)

- Evidence of medical clearance (residency visa of UAE requires mandatory medical screening)
- Evidence of the security clearance

3.8 Central Record of Recruitment Vetting Checks

The IVEI Group HR Manager will keep and maintain the records of recruitment and vetting checks. The central list will record all staff who are employed by the school.

The school will maintain a list of support staff including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, e.g.: specialist sports coach or artist. The central record will indicate whether or not the following have been completed:

- Identity checks
- Qualification checks for any qualifications legally required for the job
- Additionally, for those applying for teaching posts, registration check with the GTC where appropriate and applicable
- Checks of right to work in the UAE
- Security clearance
- Further overseas records where appropriate
- It shall also indicate who undertook the check and the date on which the check was completed, or the relevant certificate obtained
- International Child Protection Certificate (ICPC) for any staff who have lived and worked in the United Kingdom

4. Staffing and Resources

It is the responsibility of the CEO in conjunction with the IVEI Human Resources and Compliance management to:

- Ensure the school has an effective policy and procedures in place for the recruitment of all staff and volunteers in accordance with local guidance and legal requirements.
- Monitor the school's compliance with them.

- It is the responsibility of the Principal to:
  - Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.
  - To monitor contractors' and agencies' compliance with this document.
  - Promote welfare of children and young people at every stage of the procedure.

- It is the responsibility of all employees, contractors and agencies to:

  - Ensure they support the recruitment practices in this document.
  - Provide supporting documentation on time and complete.
  - Promote welfare of children and young people at every stage of the procedure.

  The CEO has delegated responsibility to the Principal to lead in all appointments. The group CEO may be involved in staff appointments, but the final decision will rest with the Principal. The Principal may delegate the selection process of staff to other managers in the school but remains responsible for the decision to appoint.

5. **Probation periods**
   On arrival, school staff will be given a copy of the Staff Handbook and Safeguarding and Child Protection Policy, as well as access to the School Policy folder online, and asked to sign a declaration that they have read and understood the documents and will follow the guidelines required to maintain professional boundaries at all time.

   Newly appointed teachers will be subject to the school's probationary period as per the contractual agreement.

6. **Approved by**
   Monitoring and review
   Policy to be reviewed and checked annually by the Principal.
   Principal on behalf of the School:

Raffles International School Policies and Guidelines:
Policies reflect current best practice.
At the time of writing, policies aligned with the following:

- KHDA Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- The schools Academic Plan written for KHDA approval
- Standards for British Schools Overseas (DfE)
- BSO Accreditation, Innoventures Education and Raffles International School

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment. Policy Structure Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, the Principal, the Groups Compliance and Group Human Resources Mangers should be notified.

Policy will continue to be developed as strategic priorities are set.