



**Safer Recruitment Policy**

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| **Approved by:** | **Ma’am Dolly Goriawala** | **Date of approval: June 2019** |
| **Last reviewed on:** | August 2022 | |
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**Introduction**

Star International School Al Twar and Al Qusais (SIS) is committed to safeguarding and promoting the welfare of all learners in its care. As an employer, the school expects all staff and volunteers to share this commitment. This policy includes definitions and guidelines related to the safer recruitment of staff.

SIS is dedicated to ensuring the safety and well-being of its students and staff. We anticipate and demand that all members of our school community share this commitment. We shall guarantee that our hiring policies and procedures support the creation and maintenance of an environment in which children and people are safe and able to maximise their learning potential. Our rules and practices will aid in the recruitment, retention, deployment, and development of competent, well-motivated individuals who are well-suited to and satisfied in their jobs. The first step in ensuring the safety and well-being of our students is to ensure that we recruit and select employees, workers, and volunteers in accordance with best practices for safer recruitment.

**Policy in Practice**

* Every employee must have a signed Criminal Background Declaration form.
* Suitable background checks and references are conducted for every employee at the school.
* Where employees will be working with children, a record of disclosure of criminal history will be required.
* Employees that are recruited directly from countries where there is a standardised process for obtaining criminal clearance must do so prior to joining SIS.
* Criminal clearances provided must be less than 3 years old (if coming from the UK this can be older as long as it is from the current school and there have been no gaps in their employment since the criminal clearance check was carried out.)
* Advertising of the post will include the following statement: Star International School (SIS) is committed to safeguarding and promoting the welfare of children. Successful applicants will be subject to a police check.
* All members of the Senior Leadership Team responsible for making offers of employment will have successfully completed training in Safer Recruitment within the last 5 years.

**Recruitment Process, Selection and**

The following procedures will be used in the recruitment and selection process of any staff member:

• All prospective employees are required to submit a completed application form, a copy of their full curriculum vitae, and a cover letter.

• A member of the SLT will review the application. The HR Manager will check for any gaps or discrepancies and follow up.

• The application form and accompanying submissions will be kept on file along with the required original copies of relevant attested qualifications in order to meet the requirements of Dubai’s Knowledge and Human Development Agency (KHDA). This can be done once an offer of appointment has been made.

• All prospective employees are required to have a reference check and must have at least two references, one being from their last Line Manager, Senior Leader, or Principal or in the case of non-educational staff, the person’s current or most recent employer.

• The school does not accept open references. Formal, written references will be sought directly from the referees.

• Once received, the references will be authenticated by, the principal or their appointed deputy, by a phone call to the supplier of the reference, who may also be asked to clarify any anomalies or discrepancies. Where this is the case, detailed written records will be kept of such exchanges.

• Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Where this is the case, detailed written records will be kept of such exchanges.

* Among other things, referees will be asked specific questions about the following:
* the candidate’s suitability to work with children and young people;
* any substantiated allegations;
* any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people;
* the candidate’s suitability for the post;
* Wherever possible, references will be requested in advance of the interview;
* All references will be kept on file.

Whilst, the School asks all new employees to endeavor to provide evidence of police checks from every country in which they have worked and completed their teacher training, it is recognized that the international nature of the U.A.E. means that the school attracts applications from a range of countries around the world, many of whom do not have developed safeguarding and vetting procedures. Thus, it is not always possible to document a full career of police checks. However, candidates working outside the UK at the time of application are required to get a local police check (e.g., A Dubai Police Check for those previously working in Dubai) These are valid for 3 months only. Police checks are requested in English.

All initial contracts are subject to a satisfactory outcome of the Disclosure and Barring Service checks. The school’s policy on making decisions about the employment of those with a criminal record is contained in the ‘Policy for the employment of ex-offenders.

• Where there is a break in employment of more than three months for a member of staff, a new Enhanced DBS or another Police check will be sought.

• All prospective appointments will be checked against the ‘Barred List’ before the appointment is confirmed. The procedures set out above will not normally be necessary for:

(i) visitors to the school, who have no unsupervised contact with pupils;

(ii) building or other contractors provided they have no unsupervised contact with students;

(iii) volunteers or parents who only accompany staff at specific events or one-off trips (excluding overnight stays); (iv) those on the school site only when students are not present. All visitors and contractors sign in and are given an ID badge and are fully supervised at all times as appropriate.

**Roles and Responsibilities**

The principal of the school will:

• ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with guidance and legal requirements;

• monitor the school’s compliance with them;

• ensure that the school operates safe and fair recruitment and selection procedures

• ensure that these are regularly reviewed and updated to reflect any changes to legislation, international best practice, and statutory guidance;

• ensure that all appropriate checks have been carried out on staff and volunteers in the school;

• monitor any contractors and agencies’ compliance with this document;

• promote the safety and well-being of children and young people at every stage of this process;

• ensure that all staff receives appropriate safeguard training.

The HR Manager will:

• ensure the diligent implementation of this policy and follow best practices;

• ensure strong networking links with other Dubai schools to keep abreast of the latest guidance and training.