

Nurture ~ Believe ~ Discover ~ Achieve

## Safa Vision

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

## Safer Recruitment 2021 - 2022



## Safa Community School

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## 1. Introduction

This policy includes definitions or and the guidelines related to safer recruitment of staff. It is not intended that parent volunteers helping with library, reading, costumes for school productions or other enrichment support are checked. This is because Parent / Volunteer helpers are never alone with children.

## 2. Purpose

This policy sets out the minimum criteria for checking the background of all school employees. The school's policy for the screening of new employees and volunteers complies with the following pieces of legislation and guidelines:

- 'Keeping Children Safe in Education', (KCSIE), DfE, July 2021
- Protection of Children Act, 1999
- Criminal Justice and Court Services Act, 2000
- The Safeguarding of Vulnerable Groups Act, 2006
- The Teachers' Disciplinary (England) Regulations 2012

This policy is an essential element in creating and maintaining a safe and supportive environment for all students, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

### Policy Statements:

- Safa Community School is committed to safeguarding and promoting the welfare of children and young people. Safa Community School aspires to recruit employees that share and understand our commitment, and requires all employees and volunteers to demonstrate this commitment in every aspect of their work.
- Safa Community School recognises that Safer Recruitment can only be achieved through sound procedures, good inter-agency cooperation, and the recruitment and retention of competent employees. Sound recruitment procedures help deter, reject or identify people who might abuse children.
- All applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent, and must provide an up-to-date Criminal Records Clearance as per section 6.5 of this policy.
- Safa Community School's commitment to Safer Recruitment does not discriminate nor exclude individuals with criminal records from obtaining a position in the Company. Safer Recruitment ensures fair treatment, and provides those with criminal convictions the opportunity to establish their

suitability to hold an appropriate position.

### **Pre-employment Checks**

The following pre-employment checks must be undertaken by responsible individuals designated by the Senior Leadership Team (SLT) of the School or Business Unit for every candidate selected for appointment at Safa Community School:

- Receipt of at least two satisfactory professional references, one of which will be from the current or most recent employer, completed in the standard Reference Pro-forma (Appendices C-H);
- Verification of the candidate's identity in line with the requirements of The Immigration Department of the UAE or country of work placement (refer to section 4.6 for definition);
- A Barred List Check (for UK nationals);
- A prohibition from teaching check (UK, USA, EEA teaching staff);
- A satisfactory police clearance from the country of origin
- Verification of qualifications;
- Verification of professional registration as required by law for teachers, medical professionals, and therapists.

All third party service providers, contractors, and agencies who are providing personnel responsible for non-regulated activity must as a minimum provide Safa Community School with the following safer recruitment pre-employment checks

- Identity verification;
- Police clearance from the country of origin of the employee;
- UAE good conduct certification

### **3. 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 Safa Community. This includes the UK, Ireland, USA, Canada, New Zealand, Australia and South Africa.
- 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.)
- At least one member of the Senior Leadership Team responsible for making offers of

employment will have successfully completed training in Safer Recruitment within the last 5 years.

#### **4. Recruitment Process, Selection and Procedures**

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 copy of their full curriculum vitae and a covering letter.
- These will be checked initially by the Heads of School, when any gaps or discrepancies will be followed 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.
- 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.
- Wherever possible, references will be requested in advance of the interview. All references will be kept on file.
- All initial contracts are subject to a satisfactory outcome of the Disclosure and Barring Service checks.
- Where there is a break in employment of more than three months for a member of staff, a new Enhanced DBS or other Police check will be sought.

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.

## 5. Roles and Responsibilities

The Governing Body 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

The Principal will:

- ensure that the school operates safe and fair recruitment and selection procedures
- ensure that these are regularly reviewed and up-dated 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 wellbeing of children and young people at every stage of this process
- ensure that all staff receive appropriate safeguard training
- line manage the HR Manager to ensure compliance with this policy

Review of Policy Date for review **November 2022**