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## Safer Recruitment Policy

Policy Update Date:	1 January 2024
Policy Responsibility:	Head of HR
Policy Review Date:	1 January 2025
Updates Approved by:	Mr Giles Pruett – Executive Principal Mr Navin Valrani – CEO and Board Member

### Policy Statement:

Arcadia Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This can only be achieved when safeguarding is understood, prioritized and embedded into every aspect of practice.

Arcadia's commitment to safer recruitment does not discriminate nor exclude individuals from obtaining a position in the Company. Safer Recruitment ensures fair treatment, and provides opportunities to establish candidates' suitability to hold an appropriate position.

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 that we have ample confidence that the individuals we are employing are safe to work with children.

### Purpose:

The purpose of this policy is to set out a clear framework for completing background checks for all adults who have been issued with access to all areas of the school including third party contractors working on site during the presence of students. The procedures set out below will not ordinarily be necessary for:

- visitors to the school, who have no unsupervised contact with pupils;
- building or other contractors provided they have no unsupervised contact with students;
- volunteers or parents who only accompany staff at specific events or one-off trips (excluding overnight stays);
- those on the school site when students are not present;

### Compliance:

The school's policy for the screening of new employees and third-party providers complies with the following pieces of legislation and guidelines:

- Keeping Children Safe in Education, (KCSIE), DfE, as updated from September 2023
- Protection of Children Act 1978, as updated from February 2024
- Criminal Justice and Court Services Act 2000, as updated from February 2024
- The Safeguarding of Vulnerable Groups Act 2006, as updated from February 2024
- The Teachers' Disciplinary (England) Regulations 2012, currently available in its original format
- UAE Federal Law No. 3 of 2016 concerning child rights, also known as 'Wadeema's Law'

### Policy in Practice:

#### 1. Advertising and selection of candidates;

1.1 This policy aims to ensure safe and fair recruitment and selection of all staff body by:

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



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- 1.2 When it comes to advertising and recruitment of all staff members the school will ensure it is enacted in a way which is consistent with the principles of anti-discrimination and equal opportunities legislation in the UAE as stated in the Federal Decree Law No. 2 of 2015.
- 1.3 Advertising of each post will include statement of school's committed to safeguarding and promoting the welfare of children.
- 1.4 All candidates will be vetted and interviewed by a panel of at least two school leaders. At least one member of the Senior Leadership Team who is responsible for making offers of employment will have successfully completed training in Safer Recruitment within the last 3 years.
- 1.5 All candidates' offer of employment letters must be conditional to and include satisfactory pre-employment checks clause.

## 2. Pre-employment checks;

The following pre-employment checks must be undertaken by HR Department for every candidate selected for appointment at Arcadia:

- 2.1 Verification of the candidate's identity, in line with the requirements of the Ministry of Human Resources and Emiratization (MOHRE) of UAE and this policy, by obtaining candidates birth certificate, passport copy and the marriage certificate, where applicable, to identify any name variances. The candidate will also need to complete new joiners form.
- 2.2 Verification of employment history;
  - All prospective employees are to submit their up to date CV
  - Provide two referees, from 2 most recent employers Senior Management Team, where possible, who can comment on the applicant's suitability to work with children, verify the candidate's mental and physical fitness to carry out their work and confirm past employment responsibilities.
  - An experience certificate stating dates and position of candidates last/ most recent employment
  - Submit any valid visa copies or employment permits
- 2.3 Receipt of at least two satisfactory professional references, one of which will be from the current or most recent employer and the other, from the previous employer, completed on Arcadia reference pro-forma and verified via official company's email ID, by phone or web search.
  - The school does not accept open references. Formal, written references will be sought directly from the referees.
  - If there are anomalies or discrepancies in the information provided, the referee will be contacted by Head of HR or the SLT member on phone or email and will be asked for clarification. Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. In this case, written records of such exchanges will be kept.
  - In the event a candidate does not have sufficient employment history to be able to contact two previous employers (e.g. the candidate is a fresh graduate, or their current employer is their first job), character references from professionals must be obtained instead on a relevant abridged reference pro-forma.
- 2.4 Satisfactory criminal clearance checks must cover countries of residence in the last 5 years as well as home country clearance, with the most recent one being no more than 1 months old from the date of submission. Any country's clearance certificate should be valid at the time of applicant leaving that country.
  - The UK government have provided a full list of every country in the world who provide a police check service. Information on all these checks can be found on the following link:  
<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>  
Additionally, Council of International Schools in collaboration with other agencies has formed an international task force on child protection in order to apply a collective resources, expertise, and partnerships to help international school communities address child protection challenges. Criminal background check guidelines and procedures are available on CIS website and can be crossed checked to meet the requirements and obtain all of the paperwork that is realistically possible.



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- Clearance certificate from England should include a barred list check and therefore only Enhanced DBS or ICPC can be accepted.
- Additionally, a prohibition order check should be completed for all teachers who have worked in the UK in a teaching capacity. USA, Canada, Australia and New Zealand prohibition checks have been integrated into the Police Clearance check and therefore do not require separate checks in addition to the Police Clearance.
- All applicants are required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent through Criminal Background Declaration Form.

2.5 Verification of qualifications;

- Copies of all declared qualification certificates and transcripts have to be obtained to be kept on file. Where applicable, evidence of professional registration, like Teacher Registration Number (TRN) should also be recorded.
- HR representative will advise which highest achievement certificate / subject qualification and teaching qualification certificates (where applicable) have to be fully attested and legally translated if issued in any other language, except English or Arabic in accordance with KHDA and MOHRE regulations and requirements.

2.6 Media footprint check;

- HR representative should take every step possible to check that there is no recorded known adverse information on the world wide web about prospective employee in relation to safer recruitment guidelines of this policy.
- HR representative should record findings in the Media Footprint Check Form

2.7 Verification of right to work in UAE;

- KHDA appointment letter for all teaching staff
- MOHRE work permit approval
- UAE immigration residency visa.

### 3 Structure of Personnel Files;

The school will retain the following information which will make up a personal HR electronic file for the successful candidate. All personnel files are stored on the secure HR shared drive.

- ID, CV, Photo, Visa and KHDA approval
- Appraisal and Disciplinary
- Contracts
- Continues Professional Development
- Educational Certificates
- Employee Letters
- Family Documents
- Forms
- Medical
- Off Boarding
- Police Clearances
- References

### 4 Third-Party Providers

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

4.1 Identity verification;

*Valid Passport, Birth Certificate or Junior/Middle School Certificate, Marriage Certificate where name change occurred due to marriage and a recent passport style photograph.*

4.2 Right to work in UAE documents;

*Visa and EID (Labour Card only when sponsored via family member).*





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4.3 Work history and qualifications verification;

*CV and specialty qualification certificates as applicable to professional occupation (i.e. Swimming Coach Qualification, First Aid Cert, Occupational Health Cert, etc)*

4.4 Criminal clearance certificate from an employee's home country issued at the time of leaving that country or at a later date;

4.5 UAE good conduct certificate issued during current employment period provided there are no breaks in between;

## 5 Visitors

All visitors and contractors will have to sign in at security post prior to entering the school premises. Every individual will be provided with an ID badge by the security team and will be escorted and fully supervised at all times by other members of staff and via the CCTV's as appropriate.

## 6 Single Central Register

In line with this policy a Single Central Register of pre-employment vetting checks are to be maintained and kept up to date by HR Department. The SCR will indicate whether or not the pre-employment checks have been completed and further information on the different types of checks. It shall also indicate who undertook the check.

The SCR will record all employees who are employed by the school, including casual employees, supply employees whether employed directly or through a third-party. Providers who have not undergone checks will not be allowed to work unsupervised or in non-regulated activity.

## Roles and Responsibilities:

It is the responsibility of all existing and potential employees, including third-party service providers, contractors, agencies and volunteers, to comply with the Safer Recruitment Policy and promote the safety and wellbeing of children and young people at every stage of this process.

### The Governing Body and the Executive Principal of the school will ensure that:

- the school operates fair selection and recruitment processes;
- the employees who are involved in the recruitment process have received Safer Recruitment training and have successfully completed a Safer Recruitment training assessment through the training provider of choice as selected by the school's Executive Principal;
- every appointment panel includes at least one member who has received Safer Recruitment training;
- all staff receive appropriate Safeguarding training;
- the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this policy;
- this policy is regularly reviewed and up-dated to reflect any changes to legislation, international best practice and statutory guidance in collaboration with The Safeguarding Alliance and any other relevant body or organizations.

### Head of HR will ensure:

- the diligent implementation and compliance with this policy and follow best practice;
- that all employees who have the responsibility for administering checks according to this safer recruitment policy have been trained to do so;
- that all appropriate checks have been carried out on existing and potential employees and personnel files are kept up to date;
- that all Governors are subject to the same enhanced checks;
- that the Single Central Register records are kept up to date and relevant;



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- to monitor the completion and record keeping of all relevant training for staff;
- to seek support, guidance and clarity on the application of this policy and procedure in the event of uncertainty and completion of safer recruitment risk assessment in collaboration with the Executive Principal.

**Head of School Operations will ensure:**

- that the terms of any contract with a third-party provider requires them to adopt and implement measures described in this safer recruitment policy;
- that all appropriate checks and documents for staff of third-party providers are collected and recorded in the Single Central Register and that it is shared with Head of HR.
- to maintain life records for the employees of third-party providers physically working in the school at any given time.
- to monitor any third-party providers compliance with this policy;



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