



مدرسة ديرة الدولية  
DEIRA INTERNATIONAL SCHOOL  
FESTIVAL CITY

 **Al-Futtaim** Education Foundation

# Safer Recruitment Policy

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## 1. Safeguarding is everyone's responsibility

The Teacher Standards 2021 state that teachers, including Head Teachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties. (Keeping Children Safe in Education 2024)

## 2. Introduction

Deira International School (DIS) is committed to safeguarding and promoting the welfare of children and younger people and expects all staff and volunteers to share this commitment.

## 3. Links to school core values and aims

This Child Protection policy is aligned to the following core values:

- To create an outstanding, multi-cultural learning community which empowers students to achieve their potential, become life-long learners and responsible global citizens.
- Respect, Excellence, Collaboration and integrity are the values which we live by, that help us action our vision and mission.

## 4. Rationale

At DIS, we are fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them. DIS aims to develop the children's understanding of their rights and responsibilities as global citizens, in line with The United Nations Convention on the Rights of the Child to which the UAE is a signatory.

## 5. Aims

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies
- deter prospective applicants who are unsuitable for work with children or young people
- identify and reject applicants who are unsuitable for work with children and young people
- select individuals who have positive safeguarding attitudes and values
- help embed safeguarding and build a positive culture within school

## 6. Identification of Recruiters

Subject to the availability of training, DIS will maintain a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

## 7. Inviting Applicants

Advertisements for posts will include the statement:

"DIS is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment."

## 8. References

In order to comply with the aims of this policy we will:

- seek and follow up at least two references, one of which will be from the current employer.
- use a reference proforma which asks about:
  - performance history
  - conduct, including performance management issues disciplinary warnings or investigations and any proved disciplinary offences including time-expired warnings, that relate to the safeguarding

- of children
- the candidate's suitability for the post
- the candidates' suitability for working with children and young people
- specific concerns in relation to the candidates' suitability to work with children and young people
- seek the reference directly from the referee
- on occasion, call for references in advance of the interview, so that any discrepancies can be probed during the selection stage
- never accept references or testimonials provided by the candidate such as pre written 'to whom it may concern' letters
- Contact referees by telephone or email in order to verify and clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Carry out a risk assessment for any concerns

School employees are entitled to see and receive, if requested, copies of their employment references unless the referee has requested that it not be shared.

## 9. Vetting

As part of the shortlisting process, the school may carry out an online search as part of the due diligence on the shortlisted candidates. This could help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

Police checks will be expected to be carried out for the country of origin by every candidate and for every country in which a candidate has lived or worked in for at least 3 months, going back at least 3 years. For candidates who have worked in the UK, an ICPC (International Child Protection Certificate) will be required.

If a candidate is unable to obtain background checks for the full 3 years, the school will carry out a risk assessment in order to assess whether the candidate should still be appointed.

## 10. The selection process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

## 11. Interviews

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport or birth certificate or driver's license with them as proof of identity.

Where possible, interviews will always be face-to-face. One-line interviews may be used at the short- listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Interviews will include, where possible

- a tour of school.
- an interview panel which includes a member of SLT and at least one person who has received accredited safer recruitment training.
- questions or activities which test safeguarding matters.

Candidates will always be required to:

- explain satisfactorily any gaps in employment.
- explain satisfactorily any anomalies or discrepancies in the information available to recruiters.
- demonstrate their capacity to safeguard and protect the welfare of children and young people.

## 12. Offer of appointment

The appointment of all new employees is subject to the receipt of a satisfactory DBS certificate, police checks, good conduct certificates, references, medical checks, prohibition checks, childcare disqualification checks and waivers, copies of qualification and proof of identity. Successful applicants All successful applicants are required to:

- provide proof of identity in line with the requirements of the Immigration Department of the UAE.
- if coming from the UK, complete an ICPC application and receive satisfactory clearance
- have a satisfactory certificate of good conduct relating to time spent living outside of the UK, going back at least 3 years. Any costs incurred for obtaining a Certificate of Good Conduct must be met by the individual and will not be reimbursed.
- pass a prohibition from teaching check (UK only)
- provide attested certificates of professional qualifications

### **13. Pre-employment checks**

The following pre-employment checks must be undertaken by responsible individuals designated by the SMC:

- Receipt of at least two satisfactory professional references, one of which will be from the current or most recent employer;
- Verification of the candidate's identity in line with the requirements of The Immigration Department of the UAE
- 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.

### **14. Single Central Record**

DIS keeps a single central record of all checks. The single central record covers all staff (including supply staff, contracted staff and teacher trainees on salaried routes) who work at the school. Confirmation that these checks have been carried out along with the date the check was undertaken/obtained is logged on this record for all employees of the school.

### **15. Induction**

All staff who are new to the school will receive safeguarding training and will sign a declaration to confirm that they have read all the relevant policies. This training will be updated yearly.

DIS recognises that safer recruitment and selection is not just about the start of employment but is part of a larger policy framework for all staff. We aim to build, embed and maintain cultures where abuse of children is unacceptable, action will be taken, and it will be dealt with seriously. We will therefore provide ongoing training and support for all staff in order for everyone at DIS to remain vigilant and alert to safeguarding matters

### **16. Contractors**

All contractors and agencies who are not providing employees responsible for regulated activity must comply with safe recruitment pre-employment checks. As a minimum they must provide DIS Education with:

- Identity verification
- UAE good conduct certification

