

نويَا
مدرسة بريطانية



NOYA
BRITISH SCHOOL

Safer Recruitment Policy

Policy	Safer Recruitment Policy
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Person Responsible:	Principal

Rationale

This policy is essential to ensure the safety and well-being of students, staff and the broader school community at Noya British School. It is founded on the principle that all individuals working at NBS should undergo rigorous vetting processes to identify any potential risks or concerns regarding their suitability to work with children. By implementing a comprehensive safer recruitment policy, we can significantly reduce the likelihood of hiring individuals with a history of misconduct or safeguarding issues, thereby creating a secure and nurturing environment where students can thrive academically and personally. This policy not only fulfills legal obligations but also fosters trust and confidence among parents, staff and students in the school's commitment to their safety and well-being.



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Part 1: Introduction

1. Associated Documents

Statutory guidance 'Working Together to Safeguard Children' (DfE 2018) states that schools and further education institutions, including academies and independent schools, should have in place a number of arrangements as part of their duty to safeguard and promote the welfare of children.

At Noya British School it is the expectation that these arrangements include:

- Safe recruitment practices for individuals whom the organisation will permit to work regularly with children (this includes teaching and non-teaching staff, premises staff and volunteers)
- Appropriate supervision and support for staff, including undertaking safeguarding training (including a mandatory induction)

This policy reinforces the Aldar Education & Noya British School Policies:

- PL-PC-PS-001-Code of Business Conduct
- PL-PC-PS-007-Employee Relations Policy
- Whistleblowing policies
<https://secure.ethicspoint.eu/domain/media/en/gui/103052/report.html>

which all employees are expected to be familiar with.

All successful candidates for employment will be made aware of the policies listed below when their placement commences:

- Noya British School Safeguarding & Child Protection Policy
- Noya British School Whistle Blowing Policy
- Noya British School Staff Handbook

2. Introduction & Purpose

This policy provides guidance in the recruitment of staff and/or volunteers to work with children to ensure they meet their obligations under safeguarding and attain a safer, more robust recruitment process. Safeguarding seeks to ensure children and young people are protected from harm. As the Bichard Inquiry Report points out: '...for those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed...' It is therefore vital that we understand there is a risk that abuse could happen

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and there is a need for a culture of openness, transparency and vigilance to be created. Additionally, those who raise concerns should be left in no doubt that support in raising concerns will be offered and the commitment to take action is assured.

Part 2: The Safer Recruitment Process

At Noya British School, in order to ensure the safest possible approach to recruitment, our approach will follow these steps:

- Set time aside for the recruitment panel to plan and structure the process.
- Have clear job, role and person specifications, setting down the boundaries and expectations of the role including a statement of responsibility and requirements for safeguarding.
- Clear messages about safeguarding should be sent to candidates from the outset.
- A statement about commitment to safeguarding should be incorporated in any job advert.
- The official application form will only be accepted: Application forms must be used via TES. CVs will not be accepted in isolation, CVs only contain information applicants want you to know, which may exclude other relevant information.
- Obtain references before interview wherever possible; include specific enquiries about the applicant's background in relation to safeguarding and ensure references are given proper weight and consideration in the selection process. At Noya British School we will always call references for verification or written documents
- At a minimum, the selection process should involve a face-to-face interview (this can be virtual for overseas candidates, but cameras must be turned on). Where possible another tool (role play, presentation, teaching a lesson, participating in activities with children under observation etc.) and a minimum of three candidates interviewed.
- At interview, use probing questions into motives, attitudes and behaviours, not just skills and experience and questions that cover safeguarding issues as well as other role-related areas.
- Seek information about relevant criminal history and use it appropriate.
- Ensure there is an ongoing culture of vigilance in the organization.

3. Application packs

The application pack for all jobs must contain a safeguarding statement. Pre Screening and Application forms must require as a minimum the following information:

- Personal details
- Relevant academic/professional/vocational qualifications, date and awarding body;
- Two referees, one of which must be the current or most recent line

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manager.

- Full chronological history of full or part time employment since leaving secondary school, including:
 - Voluntary work, education and training;
 - Reasons for leaving jobs;
 - Any gaps which must be clearly accounted for;

Qualification, Education and Professional certificates must be provided. At Noya British School we use the following for all recruitment:

- Pre Screening Application Form
- Application Form (TES)
- CV
- Personal Statement

4. Scrutinising applications

When carrying out the short-listing process, it is important to record objective evidence about the extent the applicant meets the criteria. At Noya British School we will always have at least 2 people involved in the process of scrutinising applications and short-listing candidates. Time must be taken to scrutinise applications carefully, returning any forms not fully or properly completed, identifying any gaps in the person's history or any discrepancies or inconsistencies. The same criteria must be applied from the person specification to each applicant consistently. We will limit the number of candidates to short list – three or four should be a sufficient number from which to choose the right person. If it is not, there is something wrong with the person specification or the short-listing process. In the unlikely event there are too many applicants who meet all the requirements of the person specification, a randomised selection process could be implemented; that way none of them can claim unfair discrimination.

5. Shortlisting

A member of the Executive Leadership Team (ELT) along with at least 1 other senior members of staff (MLT/SLT/Governors), must short list having regard to the extent to which candidates meet the person specification and competencies that were available with the job details. To create the shortlist the interviewing panel must score each applicant against the person specification for the job. Managers must scrutinise applications, identify any inconsistencies and be cautious about missing or vague information. Shortlisting records will be kept for a minimum of 6 months.

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6. Self-Disclosure

As an addition to DBS certificates or Police Clearance Certificates from country of residence, self-disclosure can play a vital role in the selection process as it gives candidates an opportunity to share relevant information at an early stage, which can then be discussed at interview and/or considered before the DBS certificate or police clearance comes back.

A clear statement that self-disclosure will be required as part of the recruitment process may also deter unsuitable people from applying for the post. We will not use the information disclosed to rule someone out of the running for a post. Fair assessment criteria will always be applied. As it is only too possible to lie in a self-disclosure, a DBS certificate should still be sought. The two disclosures can then be compared against each other to highlight any issues. Upon completion of the Pre Screening Application Form all applicants will be asked to confirm and sign their application forms.

7. References

References are a vital part of the recruitment process and the following procedures must be taken:

- All requests for references should enclose a copy of the job description and person specification.
- The referee's opinion should be sought about how the person meets the requirements of the specification and his or her capacity to carry out the duties set out in the job description. Every request should also ask the referee to state whether they are aware of anything that might give rise for concern about the person's suitability to work with children and, if so, to provide details. Those questions are in addition to the normal questions to an employer about details of a person's salary, duties etc.
- Requests for references in connection with current or previous work with children should ask about concerns in respect of suitability, but also specifically about whether the person has been the subject of allegations about their behaviour towards children. If this is the case, there should be a request for a comprehensive summary of any allegations made, details of how the allegation was followed up and resolved and a note of any action taken and decisions reached.
- Referees should not be asked about the candidate's criminal record. However, the referee should also ask for details of any disciplinary action the person may have been subject to in relation to behaviour involving children, including any in which any sanctions imposed are expired.
- If an applicant has worked with children previously, whether on a paid or voluntary basis, at least one reference should be obtained from the person or organisation that employed the applicant in work with children, even if that is not the applicant's current or most recent employer.

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- Requests made to the person's current employer should also seek specific confirmation of the details and responsibilities of the person's current post as he or she has described them in their application.

If a person's employer is reluctant to provide more than an institutional reference that is, confirming details of a person's salary, duties etc. as sometimes is the case where references are provided by the HR department of a large organisation, a reference should also be sought from the individual's direct manager or supervisor. 'Keeping children safe in education' 2020 says: "Employers should not rely on open references, for example in the form of 'to whom it may concern' testimonials. Where electronic references are received employers should ensure they originate from a legitimate source.

Scrutinising references It is very important to read references carefully and thoroughly to make sure that the referee has answered all the questions and that there are no vague or ambiguous statements. It is also vital to compare the information about the applicant provided by the referee with the information the applicant has given about him or herself and his or her experience and background. The referee will always be contacted to verify who they are and to provide further clarification as appropriate, for example if the answers are vague or if insufficient information is provided.

8. Temporary Staff and Volunteers

We may be in a position where supply or temporary staff need to be used. In such a case we must still be satisfied that the prospective worker has undergone the necessary reference and criminal record checks. We carry out reference checks and DBS checks or Police Clearance Checks on temporary staff in the same way we do on permanent staff.

References will be sought for voluntary posts as for paid employment. A similar process will be followed when seeking volunteers for the kinds of posts that require a formal recruitment process.

Part 3: Making the Right Decision

9. Interviews

Prior to interview the candidates will be invited to visit the working environment as part of the process - this is encouraged. Overseas candidates will be interviewed over Microsoft Teams, using a school business account. All candidates must be afforded this same opportunity.

The interview panel for any recruitment will consist of at least one senior member of staff and at least one of whom has received safer recruitment training. The interview must consist of:

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- Introductions
- The interview questions and responses recorded and scored. The lead interviewer must consider the content and number of questions, the evidence looked for in the answer, who will ask each question and what weighting (if any) will need to be decided
- Questions will include scenarios and request for examples – not simple knowledge of systems
- The assessment criteria and method of assessment (including presentations) which must be considered based on the requirements of the person specification
- Candidates will have the opportunity to ask questions and find out about the job and their prospective employer
- The panel will probe gaps/frequent changes in employment and note any vagueness/areas of concern
- The panel must take the opportunity to investigate gaps in the employment history and/or any disclosures of criminal history
- Closing the interview, the panel will explain the next stage in the process, i.e. informing the candidate of the outcome and when
- We will ensure identification and qualifications have been verified as original documents and that they are bona fide and take photocopies all documents will also be attested by a solicitor and the UAE Embassy
- We will confirm the process for obtaining a Disclosure and Barring Service (DBS) checks, where appropriate or a police clearance.

Wherever appropriate, the recruitment and selection process should not just consist of an interview. A variety of selection and/or presentation processes can be adopted. The interview should be scored and documents retained for 6 months after the interview.

10. Pre-Appointment Checklist

For every candidate interviewed, we will complete a document inspection, which if the candidate is successful, all must be attested by the UAE Embassy. We will also obtain an enhanced DBS certificate for UK based applicants which must be obtained from the candidate before the person's appointment.

On top of the required pre-employment checks, if the candidate has lived or worked outside the UK prior to their employment in the UAE, we will make any further checks considered 'appropriate' which includes a Police Check.

11. Dealing with convictions

If a DBS or Police Clearance is returned with details of convictions, Noya British School will seek advice from Aldar Education People and Culture Department.

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Consideration will be given to the:

- The nature, seriousness and relevance of the offence;
- How long ago the offence occurred;
- One-off or history of offences;
- Circumstances surrounding the offence;
- Changes in circumstances;
- Country in which the offence occurred;
- Decriminalisation and remorse.

If advised that the employment offer can continue the candidate will also be required to obtain ADEK PASS approval where the criminal disclosure will be considered as part of the application. If the application is denied by ADEK the staff member **MUST NOT** commence any employment and the contract offer will be withdrawn.

Part 4: Induction

12. Risk Assessments

Staff are only permitted to start school once their checks are completed and ADEK PASS received. In the rare circumstance that a member of staff commences employment before checks are complete e.g. where there are gaps in information, concerns or matters of judgement, the Principal/CEO will undertake a risk assessment to determine whether the appointment should proceed or the offer is withdrawn. Consideration will be given to the information available and whether further information/advice is required, whether the safety risk is small or can be mitigated by temporary work restrictions.

Advice from Aldar Education People and Culture must be sought on potential employment rights matters (for example; where a temporary contract may be considered). The Principal/CEO will be held accountable for this decision and must 'sign off' the documentation to clear the appointment for processing in consultation with Aldar Education People and Culture Team.

13. Withdrawing the Offer

Once an offer of employment has been made it can be rescinded providing the checks outlined in any offer letter are not satisfactory. Noya British School will seek advice from Aldar Education People & Culture department before any offer of employment is withdrawn.

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14. Induction

The introduction of a new member of staff begins at the recruitment stage, when messages about being a 'Safe Organisation' are first given. This is continued through the selection process and when the new person starts work as part of induction. Staff need to feel confident that they can raise issues or concerns about the safety or welfare of children, young people and that they will be listened to and be taken seriously. This is achieved by maintaining an ethos of safeguarding and promoting the welfare of children, young people and vulnerable adults. All new staff, regardless of previous experience will have an induction.

The induction process will:

- Provide training and information about policies and procedures; including Level 1 and 2 Safeguarding Training and with specific information relating to UAE specific laws.
- Support individuals in a way that is appropriate for the role for which they have been engaged;
- Confirm the conduct of staff and standards of behaviour expected and the methods in which issues can be reported;
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities;
- Enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.
- Information about and written statements of: policies and procedures in relation to safeguarding and promoting welfare e.g. safeguarding & child protection, anti- bullying, physical restraint, intimate care, internet safety and general and specific UAE child protection and safeguarding procedures. Safe practice and the standards of conduct and behaviour expected of staff and how and with whom any concerns about those issues should be raised; and other relevant personnel procedures e.g. disciplinary, capability and whistle blowing.

Probationary Period

All new staff will be closely monitored with timely performance management measures in place. A new starters are subject to a probationary period, for standard staff this is for a period of 3 months and 6 months for UAE Nationals and can be extended for an additional 3 months at the discretion of the school. The probationary process ensures that following an appointment, employees are given the necessary support and guidance to enable them to reach the required standard by the end of the probationary period.

The probationary period can also ensure a successful induction of employees into their new

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role. Managers are responsible for monitoring their employee's conduct and performance closely and agreeing a strategy to overcome any shortcomings in a formalised setting, if appropriate. See Aldar Education Policy PL-PC-PS003 Employee Exit Policy for details about the probationary period and the process for dealing with employees who are unsuccessful in their probationary period.

15. Monitoring Systems

Our monitoring systems consist of the following:

- Formal audits of sufficient quality and quantity conducted regularly, allowing ample time for improvements to be made post audit, with results recorded and reported effectively; audits may be led Aldar Education Lead Safeguarding Teams, Aldar Education People & Culture Officers and ADEK Compliance Teams.
- Leaders monitor the day to day work environment;
Guidance on safe working practices is provided for each member of staff and includes clarity in relation to such areas as: a) Non-routine events, such as school trips; b) Child injury/illness; c) Internet use; d) The use, supervision and handling of text and photographic media.
- Half termly review and analysis of systems such as CPOMs Monitoring procedures are reported to the Governing Board.

16. Code of Conduct, Whistle Blowing and Complaints Procedure

The Aldar Education Business Code of Conduct provides the values and framework within which employees are required to work and summarises what is expected of employees during their employment, this is also supported by the Noya British School Staff Handbook. We are committed to the highest standards of honesty and accountability based on legal obligations and statutory guidance. It must be a condition of employment that employees read, understand and adhere to the code of conduct. Failure to adhere should lead to action in line with the Employee Relations Policy.

Codes of conduct cannot cover every eventuality and are neither an exclusive nor exhaustive list of acceptable conduct at work. If employees are unsure whether particular conduct or behaviour is acceptable at work, they must seek guidance from their manager. Candidates and employees may at one time or another have concerns about what is happening at work. Usually these concerns are easily resolved. However, when they are about unlawful conduct, financial malpractice, health and safety risks to the public or to other employees, damage to the environment, possible fraud or corruption, sexual or physical abuse of other staff or children, or any other unethical conduct, it can be difficult to know what to do. Employees should feel confident about raising serious concerns by providing clear avenues through which concerns can be raised. Those who raise concerns will receive a response and be informed about how their concerns are being dealt with, supported by the Aldar Education

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Employee Relations Policy.

17. Single Central Records

The SCR is held by the HR Officer (HRO). This is a confidential register and managed by the Principal/CEO and the HRO; overseen by the Chair of the SGG. The register must be easily accessible and available for inspection and is signed off by the CofG termly. We maintain an electronic record of the checks which have been carried out on:

- All staff employed at the school;
- Supply staff employed by the school (where relevant);
- Others who have regular contact with children at the school including:
 - Volunteers;
 - Governors who also work as volunteers;
 - Others brought into school to provide additional instruction to pupils e.g. sports coaches, artists etc.;
 - 'Contractors'.

The SCR must be complete for all persons listed above engaged at the school, all new persons from that date of appointment - irrespective of how long they are actually at the school (i.e. you must include agency supply staff even if they only come once). On ending employment they are removed from the register.

Summary

In summary we will ensure that our recruitment processes, when recruiting to any roles, includes the use of:

- Clear, well-defined job descriptions;
- Full and complete application forms from potential candidates;
- "Self - disclosure" forms for the purpose of disclosing convictions early in the recruitment process;
- Full face to face interviews where possible, conducted by staff trained in recruitment and safeguarding awareness;
- As part of the recruitment we will request:
 - Self-Introductory Application Form
 - Staff Data Application Form
 - Conflict of Interest Agreement
 - Code of Business Conduct
 - Confidentiality Agreement
 - New Starter Health Questionnaire
 - New Starter Work Health Declaration
 - Fit to work certificate
 - Experience Letter/Employment Certificate from your current and

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previous employer

- New Disclosure and Barring Service (DBS) checks on recruitment from UK based candidates or a local country Policy Check;
- A minimum of two checkable references, with one from the most recent employer, obtained directly by the recruiting organisation;
- An appropriate and monitored new starter process and well defined induction;
- A clear code of conduct which is communicated to new starters.

References

This policy should be read in conjunction with the Aldar Education Policies, which are all available on the Aldar Education online splash page via Google Chrome:

- PL-PC-PS-001-Code of Business Conduct
- PL-PC-PS-003 Employee Exit Policy
- PL-PC-PS-007-Employee Relations Policy
- ADEK School Employment Policy
- ADEK Staff Eligibility Policy
- ADEK Safeguarding Policy
- ADEK Governance and Operations Policy/ADEK Code of Conduct
- Aldar Child Protection and Safeguarding Policy
- NBS Staff Handbook

Review

This policy will be reviewed once every two years or sooner if deemed necessary. Once the policy is reviewed it will be ratified by the SGG and then updated in the 'Noya Policies' Teams area and for parents updated on the Parent Portal.

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