



SWISS  
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SCIENTIFIC SCHOOL  
— D U B A I —

# Safer Recruitment Policy and Procedure

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## Summary

This policy aims to ensure that fair safer recruitment and selection is always conducted. SISD recognizes its staff as being fundamental to its success. A strategic and professional approach to safer recruitment processes help enable SISD to attract and appoint employees in both the academic and administration limbs of the business with the necessary skills, expertise, qualifications, and attributes to fulfil its strategic objectives and make a positive contribution to SISD. This policy provides the procedures for appointing new members of staff and the checks that need to be done to ensure the candidate is suitable to work in a school.

## Scope

This policy applies to the safer recruitment and selection of all staff.

## Recruitment Policy Statement

SISD is committed to providing the best possible care and education to its students, and to safeguarding and promoting the welfare of children and young people. SISD is also committed to providing a supportive and flexible working environment to all its members of staff. SISD recognizes that, to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest caliber who share this commitment. The aims of SISD's safer recruitment policy are as follows:

- SISD is committed to attract, select, and retain employees who will successfully and positively contribute to SISD's values
- SISD is committed to encourage and motivate UAE and GCC nationals to join its staff
- SISD is committed to safeguarding and promoting the welfare of all its students and expect all employees to share this commitment
- SISD seeks to achieve a diverse and inclusive workforce including employees from different backgrounds, with different skills and abilities
- SISD is committed to ensuring the safer recruitment and selection of all employees are conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity
- All candidates will be treated fairly and on merit. No individual or potential candidate shall receive more or less favourable treatment or consideration on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, gender, age, disability, marital status or pregnancy
- To ensure compliance with all relevant legislation, recommendations, guidance and best practice including statutory guidance published by UAE labour law, MoE , KHDA and KCSiE.

Staff involved in the safer recruitment and selection of staff are safer recruitment trained and are responsible for familiarizing themselves with and complying with the provisions of this policy. Advice and support are available at all stages of the recruitment process from HR.

## **Purpose**

- To meet SISDs operational and academic requirements and strategic aims
- To ensure that safer recruitment processes are fit for purpose
- To ensure equality of opportunity for all candidates
- To promote SISDs values

## **Safeguarding Statement**

Safeguarding is everybody's responsibility. All staff working at SISD will have some contact with children and young people and will therefore be in a position of trust. Staff with teaching duties will be responsible for the students that they teach and may also have additional specific pastoral or other responsibilities for other students they do not teach. In addition, all staff will regularly interact with students who may seek assistance or otherwise interact with them whilst moving around the school. In all cases, the staff's responsibility for promoting and safeguarding the welfare of the students is to adhere to and always ensure compliance with the school's safeguarding and child protection policies and procedures to include whistleblowing. Staff are required to declare all convictions and cautions (including those which are "spent") to assess their suitability to work with or continue to work with children and young people. SISD is committed to safeguarding and promoting the welfare of children and young people and expects all staff, third parties, visitors, and volunteers to share this commitment. All staff and third-party suppliers must be willing to undergo child protection screening, including checks with past employers and provide police clearance checks. Teaching Staff will also be subject to prohibition from teaching and barring checks.

## **Equality, Diversity, and Inclusion**

Valuing the differences between people and understanding the positive benefits for SISD of employing a diverse range of talented individuals is crucial. A positive approach to diversity allows for the selection of the best individual for the role based on merit alone and free from bias on the grounds of factors that are not relevant to the individual's ability to perform the role.

Employment and progression will be determined solely by the application of objective criteria, personal performance, and merit. No candidate will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the role, or which constitutes indirect unfair discrimination.

Safer recruitment and other employment decisions and procedures will be monitored and reviewed to ensure that everybody is treated fairly. Where there is under-representation of groups, the circumstances will be investigated and, where appropriate, practical measures taken to remedy the situation. The composition of the existing employees and of candidates for roles will be monitored in terms of ethnicity, gender, and certain age groups, including the number of people with disabilities within the groups.

Safer recruitment and selection will be conducted in a fair and equitable manner.

Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary.

Documentation relating to candidates will be treated confidentially by all staff involved in the recruitment process and in accordance with SISD's Data Protection Policy.

### **Recruitment approval and budget**

It is essential for the success of SISD that this policy and procedure helps define the recruitment needs for each academic year in advance of the start of the recruitment timeline. The procedure should result in a very precise roadmap to be executed per role/per section/per dept. These needs may be adapted during the recruitment timeline to reflect regular updates from admission trends and immediate needs.

The safer recruitment and selection process should therefore not commence until a full evaluation of the need for the role as against the specific departments strategic plans and budget have been completed, unless there is an exception which must be justified and approved by EXCO.

The recruitment plan shall be approved by the Principal, Head of Operations, Head of HR and EXCO.

No position shall be advertised (internally and/or externally) until all the required approvals are met.

*All standard recruitment activities shall be within the approved recruitment plan. Any recruitment for non-budgeted positions shall require special approval from the relevant signing authorities.*

### **Annual Timeline for Academic Recruitment**

Mid October on HR	Send request for intentions to academic staff whose contracts end 31 July	
End October	Collate intention responses received and distribute to Principal, HoO and Section/Dept. Heads	HR
Mid to end of October- November	Prepare detailed hiring plan to include approvals on any new roles	Principal, HoO, HR, EXCO
End of November	Annual review of appointment procedure, application form, reference request form, job descriptions/candidate specifications and advert templates	HR
End of November	Place adverts on academic platforms, careers page of SISD website, other social media platforms	HR

December	Interview and offer contracts to candidates already known to SISD	Principal, HoO, HR
December to mid-February	Meet teachers/academic leadership whose contracts are not to be renewed by SISD. Prepare renewal contracts	Principal, Section Heads, Dept Heads, HR
December to mid-February	Review applications received, longlist, shortlist, interview candidates, carry out pre-employment checks, send out offer letters and contracts., onboarding	Principal, Section Heads, Dept Heads, HR
Mid-February to April	Request for intentions to Admin, TAs, LSAs, CRAs whose contracts end on 31 July. Collate intention letter responses received from Admin, LSAs, CRAs, Assistants and distribute to Principal, Heads of Section and Dept Heads	HR
April	Meet Admin, LSAs, CRAs and Assistants whose contracts are not to be renewed by SISD. Prepare renewal contracts.	Principal, Section Heads, Dept Heads, HR
April	Place adverts on careers page of SISD website, Expatwoman, other social media platforms for Admin, LSAs, CRAs and Assistants	HR
April to May	Interview and offer contracts to Admin, LSAs, CRAs and Assistant candidates already known to SISD. Review applications received, longlist, shortlist, interview candidates, carry out pre-employment checks, send out offer letters and contracts, onboarding	Principal, Section Heads, Dept Heads, HR
Ongoing	For all new employees – following return of contract, confirm start date (induction), pre-employment checks, accommodation sourced, relocation flights, transport for staff in accommodation, entry permits/visa applications, Welcome to Dubai booklet, Employee Handbook, policies/procedures to include Safeguarding & Child Protection policy/tolerance Charter/MoE COC Declaration/SISD Code of Conduct sent to new staff, medical insurance applications to group policy, buddies, email ID set up, ID badges, induction schedule shared	HR

## Safer Recruitment

SISD is committed to safeguarding and promoting the safety and well-being of all its students and staff. SISD ensures that the safer recruitment of its staff comply with the latest best practices of safer recruitment and that the principles of safer recruitment are embedded in the procedures and practices throughout SISD.

The selection and appointment of all staff is to be regarded as both fair and safe through:

- Attracting the best candidates
- Deterring prospective candidates who are unsuitable to work with children and young persons from applying for advertised vacancies
- Identifying and rejecting following pre-employment checks any candidates who may be unsuitable to work with children and young persons

As part of a new employee's induction, he/she will receive training on SISD's safeguarding and child protection policy and will receive the Employee Handbook and SISD's Codes of Conduct which he/she will be required to sign and thereafter on an annual basis. New staff will also be required to sign the declaration for the Ministry of Education Code of Conduct.

SISD require all employees to have a full clean criminal record history. As part of the recruitment process SISD requires all new employees to provide a police certificate of good conduct confirming no criminal convictions and giving clearance to work with children. Whilst SISD asks all new employees to provide evidence of police checks from every country in which

they have worked and completed their teacher training, it is acknowledged that the school attracts applications from a range of countries around the world, many of whom do not have developed safeguarding and vetting procedures. Therefore, it may not always be possible to document a full career of police checks:

SISD will insist as a minimum the following:

- If an employee is resident in Dubai; a Dubai police certificate of good conduct plus a criminal background/child protection clearance certificate from their last country of residence and home country
- If an employee is coming from outside Dubai a criminal background/child protection clearance certificate from his/her current or last country of residence and home country
- Criminal background/child protection clearance certificate for all countries in which the Employee has resided
- For employees joining from the UK an Enhanced DBS check or an up-to-date International Child Protection Certificate (ICPC certificate). ICPCs can be obtained from the following website: <https://www.acro.police.uk/icpc/>.

- The school will conduct a Prohibition Order Check (List of those 'struck off' the Teaching Register) on all teaching staff who have ever lived or worked in the UK
- Where an applicant has changed his/her name by deed poll or any other means (e.g., marriage, adoption, or statutory declaration) he/she will be required to provide documentary evidence of the change. SISD asks for the date of birth of all applicants (and proof of this). Proof of date of birth is necessary so that the school may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants
- Employees will be required to sign a declaration providing details of:
  - All names/previous names/alias names they have been known by
  - All passports held by them previously/currently
  - All addresses they have resided for more than 3 months
  - Explanation for any gaps in education and/or employment

## **Police Certificates of Good Conduct**

### **Candidates/Current Staff**

SISD require all staff to have a full clean criminal record history. As part of the safer recruitment process SISD requires all new staff to provide police certificate(s) of good conduct confirming no criminal convictions and giving clearance to work with children and young people. SISD require all employees to have a full clean criminal record history. As part of the recruitment process SISD requires all new employees to provide a police certificate of good conduct confirming no criminal convictions and giving clearance to work with children and young people. Whilst SISD asks all new employees to provide evidence of police checks from every country in which they have worked and completed their teacher training, it is acknowledged that the school attracts applications from a range of countries around the world, many of whom do not have developed safeguarding and vetting procedures. Therefore, it may not always be possible to document a full career of police checks.

Current staff are required to provide UAE police checks upon visa renewal, every 2 years.

SISD will insist as a minimum the following:

- If a candidate is resident in UAE; a current and valid UAE police certificate of good conduct plus a criminal background/child protection clearance certificate from all countries in which he/she has resided/worked to include his/her home country
- If a candidate is coming from outside UAE a criminal background/child protection clearance certificate from all countries in which he/she has resided/worked to include his/her home country



- For a candidate joining from the UK or who has resided/worked in the UK an Enhanced DBS check or an \*ICPC through ACRO will be required. ICPCs can be obtained from the following website: <https://www.acro.police.uk/icpc/>.
- SISD will conduct a Prohibition Order Check (List of those 'struck off' the Teaching Register) on all teaching staff who have ever lived or worked in the UK
- Where an applicant has changed his/her name by deed poll or any other means (e.g., marriage, adoption, or statutory declaration) he/she will be required to provide documentary evidence of the change. SISD asks for the date of birth of all applicants (and proof of this through birth certificate, all passports held, driving licenses, EID, proof of address, marriage certificate, attested qualifications etc). Proof of date of birth is necessary so that the school may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants
- Employees will be required to sign a declaration providing details of:
  - All names/previous names/alias names they have been known by
  - All passports held by them previously/currently
  - All addresses they have resided for more than 3 months
  - Explanation for any gaps in education and/or employment

### **Third Parties/Parents/Volunteers/Supply Teachers/Hirers**

In relation to **third-party contractors** such as ASA providers, security, cleaners, caterers, and life guards the following background checks are to be conducted by the third-party contractor and documentation disclosed to SISD:

- A police certificate of good conduct or criminal background check for each employee before he/she starts working at SISD. If the individual starts work at SISD whilst this is in progress, a risk assessment must be put in place which will include being always accompanied by a school employee. **Any adverse findings before or during employment are to be reported to SISD immediately and the individual removed from the school campus pending investigation/outcome.**
- A current valid trade license of the third-party contractor and copy of its public liability insurance policy
- Confirmation that all contracted staff have a valid employment visa, Emirates ID, and labour card – copies to be provided including photo ID, passport.
- Confirmation that the third-party contractors' employees deployed to SISD have had appropriate child protection/safeguarding training and relevant licenses in place for the employee and his/her role. SISD will provide safeguarding and child protection training to all new third-party contractors upon appointment to SISD and annually thereafter by the Designated Safeguarding Lead.
- Provide a letter of assurance confirming what pre-employment background checks have been conducted

### **Parents/volunteers:**

- Any parents/volunteers who have regular contact with students in school would require a UAE police certificate of good conduct. **Regular contact is defined as at least three times in a month**
- Parents/Volunteers must not be left alone with a student or young person
- Parents/volunteers/guest speakers who volunteer for a one-off event such as an assembly or a school trip will not be required to provide a UAE police certificate of good conduct as they will not be left alone with a student or young person

### **Supply teachers:**

- All supply staff are subject to the same standard checks as a full-time member of staff, including UAE police certificates of good conduct and police certificates from all countries he/she has resided/worked plus home country, 2 satisfactory references, valid visa/Emirates ID and NOC from sponsor, passport, photo ID, attested qualifications

### **Outside hire of school facilities:**

- All companies that hire the school facilities out of hours (Sports Centre/Auditorium) are subject to the standard relevant checks as third parties

HR holds a **Single Central Register** with all safer recruitment checks and supporting documentation. Pre-employment checks workflow and documents are kept on individual staff personnel files.

All initial contracts are subject to a satisfactory outcome of the Disclosure and Barring Service checks. All prospective appointments for teaching posts will be checked against the 'Prohibited List' before the appointment is confirmed.

As part of the application pro-forma candidates are asked questions relating to their health. Among other things they are asked to confirm (or otherwise) that they are mentally and physically fit to carry out the responsibilities associated with the post.

### **Vacancy**

Vacancies can arise for many reasons. A post may become vacant due to expiry of a fixed term contract, resignation, maternity leave or ill health. When a vacancy arises, consideration should be made on whether initially the duties and tasks can be reallocated within the team or department before advertising the role.

## Job Profile and Candidate Specifications

All recruitment will be based on an agreed job profile and candidate specifications. These are encompassed in one document.

The job profile section outlines the main duties and responsibilities applicable to the post. It is essential that it focuses on the role itself. The job profile is reviewed as and when a new job is created. In respect of any new roles the line manager or head of department is requested to complete a job profile template and submit it to HR.

The candidate specifications section provides a profile of the personal skills and abilities required for the role and acts as a framework to assess each candidate against.

The job profile and candidate specification will then form the basis for the advert and submitted to the Head of Section/Head of Dept for final review and approval.

Adverts will include the following statement: *'We are committed to providing a safe and happy environment for all our employees and in which our students can thrive and learn. We are committed to safeguarding and promoting the welfare of all our employees and students. All employees are subject to appropriate vetting procedures including satisfactory criminal record checks from both country of residence/home country and any other country of residence. Teachers will be subject to prohibition and barring checks'.*

SISD reviews all the job profiles annually and in every first quarter of the year in preparation of the recruitment planning for the next academic year.

## Recruitment Advertising

As a minimum, vacancies will be advertised on the SISD career page. Current staff are encouraged to apply for roles to help maximize reward and provide staff with opportunities for career development, thereby optimizing the skills and expertise of existing staff. Staff are also encouraged to share position vacancy information with their professional networks.

Positions will be advertised on SISD website and externally with HR using the most appropriate and cost effective medium/platform to attract suitably qualified applications. All advertising should adhere to the SISD visual identity and be within the advertising/recruitment budget.

The use of external recruitment agencies may be recommended if the position open is difficult to fill (for example a late vacancy, management or senior leadership role).

All applicants will be treated with respect and be provided with sufficient information to make informed decisions regarding their suitability for the role.

## Vacancy

All candidates are required to submit:

- a copy of their full CV
- a covering letter no longer than two pages, explaining their strengths as a candidate and why they are interested in the position
- 3 referee details (one must be current Head of School and/or line manager)

## Late Applications

Applications received after the closing date (where a closing date has been stipulated) will not be considered unless there are exceptional circumstances; for example, if a low number of applications have been received a late application may be accepted.

## Closing Date & Shortlisting

SISD reserve the right to appoint prior to the closing date.

After the closing date of the advertised vacancy HR will close the position and create a longlisting pack for the appointing/hiring manager via an appropriate SharePoint link or in his/her preferred way.

The longlisting pack will contain:

- A list of applicants
- The CV and covering letter of applicants
- The Job profile and candidate specification

All shortlisted candidates will be required to complete an application form containing questions about their academic and employment history. Incomplete application forms will be returned to the candidate. Candidates will be required to sign a declaration providing details of:

- All names/previous names/alias names they have been known by
- All passports held by them previously/currently
- All addresses they have resided for more than 3 months
- Explanation for any gaps in education and/or employment. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided.

## The application form:

- enables applicants to provide answers to pre-determined criteria
- essential details such as references are often omitted from CVs
- it is uniform and structured which enables interviewers to compare candidates more fairly

- there is a signed declaration that the information is accurate and true
- it enables SISD to capture equal opportunities information
- the form may reveal a disability that requires special arrangements for interview
- it re-enforces the school's safer recruitment policy and requires a candidate to acquaint himself/herself with the policies on the website (safeguarding and child protection policy)
- it obtains the candidates consent to conduct as part of the shortlisting process online search(es) against the candidate's name as part of its pre-employment checks and due diligence.
- allows HR to check and follow up with any discrepancies
- the application form will be kept on file

The application form contains the following statement: 'Safeguarding is everybody's responsibility. At the Swiss International Scientific School, we are committed to safeguarding and promoting the welfare of children and young people. Candidates must therefore be willing to undergo safer recruitment and child protection pre-employment screening, including reference checks with previous employers, online searches and a criminal record check, enhanced DBS or ICPC checks for all countries in which they have resided/worked and their home country. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Checks'.

## Timescales

Shortlisting by the appointing/hiring manager should be undertaken as soon as possible after the closing date (5 working days). Candidates are advised through an automated response that SISD is only able to correspond with those candidates shortlisted for interview.

HR will arrange interviews to take place with shortlisted candidates after receiving the shortlist. Candidates are given at least 2 clear days' notice to request time to attend and prepare for the interview.

HR will prior to interview conduct and report back on any pre-employment checks carried out on the candidate's name(s).

If an internal candidate is not shortlisted, they must be informed and given verbal feedback by the appointing/hiring manager before the interviews take place.

Selection and interview process should be: -

- Transparent
- Timely and cost effective
- Equitable

Safer recruitment and selection must be conducted as an evidence-based process and candidates will be assessed against agreed selection criteria based on relevant knowledge, skills, competencies, experience and qualification to perform the role as

outlined in the candidate specification. All decisions must be recorded in an interview assessment form covering the following:

- Presentation/lesson plan (if required)
- Pre-determined competency-based questions
- Safeguarding & Child Protection questions
- Inclusion Questions

In relation to academic employees the candidates should specifically meet the academic qualifications required by KHDA for their role, so that appropriate approval can be later obtained, have at least 2 years teaching experience and preferably worked within an IB school for those candidates being considered for IB DP Teaching positions.

Any skills tests (e.g. presentation or lesson observation) must be directly related to the role and measured against objective criteria. Candidates must be notified of the details of any skills test when they are invited for interview.

Interview competency-based questions must relate to the job requirements as exemplified in the candidate specification and the candidate's suitability for the position. The candidate specification should be used as the basis for determining the interview questions.

### **Applicant interview process**

HR will invite, coordinate and arrange the shortlisted candidates for interview and request that they complete and return to HR prior to the interview SISD's application form. If written authority has been provided by the candidate to obtain references HR will request references using the reference request form covering safeguarding & child protection and disciplinary questions.

HR will forward to the appointing/hiring manager copies of the candidate's application form and references where returned. It is the responsibility of the appointing/hiring manager to review the documentation to identify and discrepancies or inconsistencies and raise these with the candidate during interview. This may require the appointing/hiring manager calling the referee for further clarification. This should be recorded and sent to HR.

All academic candidates will be interviewed by the Head of Section and/or Head of Department (in either a panel interview or as 2 separate interviews) with at least one (1) other panel member. Panels should be kept as small as possible otherwise they can be intimidating for candidates and difficult to manage. Where many people need to be involved in the recruitment selection process it may be best to split this into 2 interviews.

Where practicable there should be an appropriate panel of members e.g. gender, language skills, subject knowledge etc.

A final interview may also for certain roles be conducted with the Principal/Deputy Head of School (Teaching and Learning) before any offer is made.

Where a candidate who has been short-listed is known personally to a panel member this information should be disclosed and guidance obtained from HR. The general rule is that the panel member should not be part of the selection process in these circumstances.

A pre-meeting should be held by the panel to review the short-list and prepare for the interview procedure including questions and allocation of roles and responsibilities in the interview.

## References

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by SISD. One of the references must be from the candidate's current or most recent employer and must be a senior person with 'appropriate authority' ideally the Head of School for an academic role.

If the current/most recent employment does/did not involve work with children and young persons, then the second reference should be from the employer with whom the candidate most recently worked with children and young persons (where possible). Neither referee should be a relative or someone known to the candidate solely as a friend or colleague. If the candidate is not currently employed, verification will be obtained, of their most recent period of employment and reasons for leaving should be obtained from the school, college, or organization at which they were employed.

All referees will be asked whether they believe the candidate is suitable for the job for which they have applied and whether they have any reason to believe that the candidate is unsuitable to work with children and young persons. All referees will be sent a copy of the job description and person specification for the role for which the candidate has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the candidate's dates of employment, salary, job title/duties, reason for leaving, performance, sickness, and disciplinary record
- whether the candidate has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children and young persons
- whether any allegations or concerns have been raised about the candidate that relate to the safety and welfare of children or young persons or behaviour towards children or young persons

SISD will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the candidate or open references or testimonials.

SISD will verify that electronic references originate from a legitimate source. SISD will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

SISD will make telephone contact with at least 2 of the referees to verify the details of the written reference provided. SISD will also conduct verification online searches in the referee.

Wherever possible, references will be requested in advance of interview where permission is provided and will be kept on the candidate's file.

### **Training in Safer Recruitment**

All staff who are involved in the pre-appointment of a candidate will undergo Safer Recruitment Training.

At least one member of the selection panel for any appointment made at SISD will have successfully completed training in Safer Recruitment within the last 2 years.

All employees at SISD who receive training in Safer Recruitment for this purpose will be expected to renew their training every 2 years.

### **Merit of selection method**

Selection will be based on merit and ability, assessed as per the competencies, qualification and skills related to the requirements of the role.

An interview should last between 30 and 45 minutes and all aspects of the candidate specification should be tested (except those which are to be tested by other means). Enough evidence needs to be gathered from all the selection tools used to allow the appointing/hiring manager and panel to effectively select the most suitable appointable candidates. This evidence can be used when giving feedback to the candidates by HR.

Consideration of at least one other selection method should be used, by way of example:

- Delivering a teaching session/lesson observation
- Presentation during interview
- Using an excel spreadsheet to produce and analyze data
- Proof reading and amending a document
- Literacy/numeracy test

Each of the above tools may or may not be suitable for the role and for each recruitment undertaken the tools may need altering, however it is important to utilize all the tools available to allow the best candidate to demonstrate their skills and abilities.

During the interview appointing/hiring manager and panel are required to ask the candidate to explain any gaps in his/her education/employment, explain any anomalies or discrepancies in the information available to the interviewing panel and demonstrate their ability to safeguard and protect the welfare of children and young people.



The final selection of candidate is a decision of the inter alia the Head of Section/Head of Dept, Principal, HoO, Admin Dept Head and/or EXCO (where it is a senior Leadership Role).

An Employment Approval Form will be completed and approved by the Head of HR, HoO, Principal to support an offer. Supporting documentation where the offer is outside normal PayScale's will be attached for an audit trail.

All interviewed candidates will be notified of the outcome of the selection process, as soon as the role is filled, by email.

Feedback is required to be provided based on the candidate's ability to meet the criteria set out in the candidate specification. Giving constructive feedback to unsuccessful candidates can often help provide a positive outcome from an unsuccessful application.

All unsuccessful candidates' application forms and interview notes, email communications will be retained as per the Retention policy.

### **Safeguarding related questions during selection method**

During selection interviews candidates will be expected to be ready to

- explain any gaps in employment
- explain satisfactorily any anomalies or discrepancies in the information available to the panel
- declare any information that is likely to appear on the Enhanced DBS or Police check disclosure
- demonstrate their ability to safeguard and protect the welfare of children and young people

### **Appointment**

Once a selection decision has been made a written offer of employment and job description will be sent to the candidate This will be subject to the usual requirements including but not limited to:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the school's standard terms and conditions of employment
- Verification of the applicant's identity (where that has not previously been verified)
- All necessary approvals being obtained (including any applicable regulatory approvals (e.g. KHDA, immigration approval) permitting him/her to work lawfully at SISD
- Attestation of educational and professional qualifications by relevant local authorities of the issuing country, the UAE Embassy in the issuing country and the Ministry of Foreign affairs (in English)
- Provision of copies of transcripts of all modules studied (in English)

- The receipt of two references (one of which must be from the applicant's most recent employer) which the SISD considers to be satisfactory
- Evidence of any other relevant academic or professional qualifications required for the position
- Passing all necessary medical examinations as per UAE government requirements for employment and issuance of residence visa (where applicable)
- Proof of identity
- Satisfactory criminal background checks
- Confirmation that he/she will not be in breach of any express or implied legal obligation by accepting the offer of employment and/or commencing employment with SISD.

Once the signed offer letter is returned HR will prepare the contract of employment for the candidate's signature.

Once the contract of employment is signed and returned to HR the employee's details will be entered in the HR Masterfile.

A central register of safer recruitment checks and signed Acknowledgement of Employee Handbook, Code of Conduct and Tolerance Charter is maintained by HR for staff.

Employee files are held centrally and securely in the HR office.

The successful candidate will commence their employment subject to all checks and procedures having been satisfactorily completed. In certain rare circumstances, and exceptionally, a new member of staff may be allowed to start work before the Enhanced DBS or Police check has been received. Details of the procedure that must be followed in such circumstances are set out below.

## **Medical fitness**

SISD is required to verify the medical fitness of anyone to be appointed to a post where they suffer from a chronic illness or are pregnant. It is the school's practice that all candidates to whom an offer of employment is made must complete a Medical Health Questionnaire. This information will be reviewed and if the school has any doubts about a candidate's fitness, it will consider reasonable adjustments in consultation with the candidate. The school may also seek further medical opinion from a specialist or request that the candidate undertakes a full medical assessment. No job offer will be withdrawn without first consulting with the candidate, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

## **Online Search**

In addition to the formal police background checks, SISD will conduct an online search on shortlisted candidate's name(s) to determine whether they are suitable to work at

the school. This includes social media searches (Facebook, Instagram, LinkedIn, Google).

In fulfilling its obligations, the SISD does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability, or age.

## **Induction**

The line manager is responsible for the overall induction of a new member of staff. The aim is to help the new member of staff to adjust quickly to the new working environment, to achieve maximum working efficiency in the shortest possible time.

Induction is a process that should take place over several weeks; it is not a one-day event. The length and content of the induction program will vary depending on the nature of the new member of staff's role and date of joining. As part of induction all new employees will receive information and training on the school's safeguarding and child protection policy and will receive the Employee handbook linking all policies, SISD code of conduct, Tolerance charter and Ministry of Education Code of Conduct.

## **Checks on original documents**

Candidates will be required to produce to HR the original copies:

- Passport (for identity check)
- Emirates ID (front and back) and visa (if applicable)
- Current and valid police certificate of good conduct from all countries in which he/she resided/worked plus home country
- The most relevant attested degree/qualification together with the teaching/professional qualification

## **Record Keeping**

SISD holds and maintains a Single Central Register of appointments (SCR) which complies with all current regulations, and which contains records of all the required documentation and checks for all staff.

A central register of Dubai Police/DBS/ ICPC clearance dates will be maintained for all staff who are employed on contract (e.g., swimming or sports coaches); or regular outside contractors such as caterers, cleaners etc.

The Central Register for Employees will be held and maintained by the HR Department.

The Central Register for Contractors, outside hire, ASA providers etc. will be held and maintained by Facilities Dept.

## **Allowing a new member of staff to start work before receipt of Enhanced DBS or police disclosure**

Offers of employment at SISD are always subject and conditional upon the receipt of a satisfactory Enhanced DBS / ICPC / police check.

Standard wording appears in all offers and contracts of employment that the appointment is subject and conditional upon all safer recruitment requirements being met. SISD is entitled to end employment without notice where the candidate has in the school's opinion did not satisfy the safer recruitment requirements or does not receive immigration approval or is not approved by any regulatory authority to be appointed to the role

SISD will normally seek to ensure that we have received the Enhanced DBS or police check before a new employee takes up his/ her role. Exceptionally, however, there may be a strong operational need for a newly appointed member of staff to take up a role before we have received the Enhanced DBS or police check. A short period of work is allowed under controlled conditions, at the Principal's discretion. In such circumstances, the following steps will, in all cases, be followed before the member of staff is allowed to start work:

- The appointment will remain subject to a satisfactory outcome of the Enhanced DBS or police check.
- The employee will have submitted his/her application for the Enhanced DBS or police check before he/she starts work.
- In the case of a newly appointed member of the teaching staff, a check is conducted against the Prohibited List to ensure that the candidate is not subject to a prohibition order.
- At least two satisfactory references must have been received and verified.
- A written risk assessment is put in place and approved by the Principal. The risk assessment will be kept on the relevant personnel file. The risk assessment sets out appropriate safeguards to be put in place, such as appropriate supervision.
- The employee concerned is informed of these safeguards. The safeguards are reviewed regularly, at least every two weeks, until the relevant Enhanced DBS or police check is received.

## **Ongoing responsibility by employees to declare criminal investigations, arrests, or conviction**

All employees have an ongoing duty to declare immediately but within a maximum of 2 days (if over a weekend) if they have been arrested and/or charged with any criminal offence or any individual living with them in the same household is arrested and/or charged with any child related offences. The Employee must declare this within the timeframe stipulated and in writing via email to the Head of HR, [caroline.millman@sisd.ae](mailto:caroline.millman@sisd.ae) and Principal [ruth.burke@sisd.ae](mailto:ruth.burke@sisd.ae) . The Employee must not attend the school campus whilst a risk assessment is conducted.

## REVIEW

Review No.	Date	Description of review	Person Responsible	Next Review
1	20 April 2019	New Policy	Head of HR	April 2020
2	20 April 2020	Update	Head of HR	April 2021
3	12 June 2022	Update – New labour Law reviewed	Head of HR	June 2023
4	7 September 2022	Update – KCSiE 2022 recommendations – online searches	Head of HR	June 2023
5.	2 October 2022	Following Safeguarding Alliance Audit	Head of HR	June 2023
6	22 May 2023	No change	Head of HR	May 2024