Safer Recruitment Policy

September 2024

1. Policy Statement

This policy includes definitions and or the guidelines related to safer recruitment of staff.

Brighton College Al Ain is committed to safeguarding and promoting the welfare of children and young people. Brighton College Al Ain aspires to recruit employees that share and understand our commitment and requires all employees and volunteers to demonstrate this commitment in every aspect of their work.

- Brighton College Al Ain recognises that Safer Recruitment can only be achieved through sound procedures, good inter-agency cooperation, and the recruitment and retention of competent employees. Sound recruitment procedures help deter, reject or identify people who might abuse children.

- All applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent, and must provide an up-to-date Criminal Records Clearance.

- Brighton College Al Ain's commitment to Safer Recruitment does not discriminate nor exclude individuals with criminal records from obtaining a position in the Company. Safer Recruitment ensures fair treatment and provides those with criminal convictions the opportunity to establish their suitability to hold an appropriate position

2. Purpose

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

- 'Keeping Children Safe in Education', (KCSIE), DfE, 2024
- Protection of Children Act, 1999
- Criminal Justice and Court Services Act, 2000
- The Safeguarding of Vulnerable Groups Act, 2006
- The Teachers' Disciplinary (England) Regulations 2012
- UAE Federal Law No. 3 of 2016 concerning child rights, also known as 'Wadeema's Law'
- ADEK Child Protection and Safeguarding Policies

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

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

3. Policy in Practice

3.1 Advertising and selection of candidates;

- 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.
- Advertising of post will include the following statement: "Brighton College Al Ain is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note that should your application be successful, a police check will be undertaken in the country of origin; in the UK, an ACRO Police Check, as well as an ICPC will be required, along with Barring and Prohibition checks.
- 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.
- All candidates' offer of employment letters must be conditional to and include satisfactory pre-employment checks clause.
- All prospective employees are required to submit a completed Brighton College Al Ain application form, a copy of their full curriculum vitae and a covering letter.
- Shortlisted candidates will be interviewed across 2 rounds of interviews with 2 members of the leadership team present in each interview. At least 1 interviewer within the round will have completed the safer recruitment training.
- A minimum of 2 safeguarding questions will be asked in the interviews.

3.2 Pre-employment checks;

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

- 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 the self-introduction form.

- Verification of employment history; - All prospective employees are to submit:

  o Up to date CV
  o Application form.
  o Two referees, from 2 most recent employers. One of which must be their most recent Principal
  o An experience certificate stating dates and position of candidates last/ most recent employment

- References must be completed on the BCAA reference pro-forma and will be verified via official company's email ID, by phone or web search.

- Once received, at least one reference will be authenticated by the HR Manager, the Head Master or their appointed deputy, by a phone call to the supplier of the reference, who may also be asked to clarify any anomalies or discrepancies (see Appendix 1)

- 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.

- The application form, interview notes and accompanying submissions will be kept on file along with the required original copies of relevant attested qualifications in order to meet the requirements of Abu Dhabi Education and Knowledge (ADEK). This can be done once an offer of appointment has been made

- All prospective shortlisted candidates will be informed that online searches may be done as part of their pre-recruitment checks.

3.3 Police checks;

- 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. All police checks should be in English.

- 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-overseasapplicants

- Clearance certificate from England should include a barred list check and therefore only ICPC can be accepted.

- Additionally, a prohibition order check will be completed for all teachers who have worked in the UK in a teaching capacity.

- The procedures set out above will not normally 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 only when students are not present. All visitors and contractors sign in and are given an ID badge and are fully supervised at all times as appropriate.

3.4 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 ADEK and MOHRE regulations and requirements.

3.5 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 Online Check Form (appendix 2)

3.6. 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.
  - CV
  - Police Clearance
  - Employment Offer Letters
  - Employment Contracts
  - Passports and Visas
  - Emirates ID
  - Qualifications
  - Medical Insurance
  - Forms
  - Letters
  - Leaves and Tickets
  - ADEK
  - Dependents
  - References
  - Safeguarding, Child Protection and First Aid
  - CPD certificates
  - Exit

4. Third-Party Providers

BFM, Bloom Landscape, RPM, Emirates Catering, Galaxy Kids, La Dolce Vita, Emirates Transport and any 1-2-1 support staff are all our major third party providers. All staff within these providers undergo the same process via ADEK PASS approval and all details, documents and police checks are held on the SCR.

All visitors and contractors have to sign in at security post prior to entering the school premises and leave either their EID or passport as ID. 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. (more information regarding visitors to the site can be found in our Safeguarding Policy)

5. 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 and DH Whole College.
- 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

6. Roles and Responsibilities

The Governing Body of the school will:
- Ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with guidance and legal requirements
- Monitor the school's compliance with them

The Head Master will:
- Ensure that the school operates safe and fair recruitment and selection procedures
- Ensure that these are regularly reviewed and updated to reflect any changes to legislation, international best practice and statutory guidance
- Ensure that employees who are involved in the recruitment process have received Safer Recruitment training and have successfully completed a Safer Recruitment training
- Every appointment panel includes at least one member who has received Safer Recruitment training
- Ensure that all appropriate checks have been carried out on staff and volunteers in the school
- Monitor any contractors and agencies compliance with this document
- Promote the safety and wellbeing of children and young people at every stage of this process
- Ensure that all staff receive appropriate safeguard training.

The HR Manager will:

- Ensure the diligent implementation of this policy and follow best practice
- Ensure strong networking links with other Abu Dhabi schools to keep abreast of latest guidance and training
- Ensure that all appropriate checks have been carried out on existing and potential employees and personnel files are kept up to date
- Ensure that all Governors are subject to the same enhanced checks
- Ensure that the Single Central Register records are kept up to date and relevant
- Monitor the completion and record keeping of all relevant training for staff

Deputy Head Whole College 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
- Ensure 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
- Ensure to maintain life records for the employees of third-party providers physically working in the school at any given time.
- Monitor any third-party providers compliance with this policy;

7. Monitoring and Review

Approved by

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Policy to be reviewed and checked annually by the Head Master.

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On behalf of the College Oliver Bromley-Hall -Headmaster

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On behalf of the Board of Governors Craig Lamshed – General Manager, Bloom Education

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Updated	**Victoria Shillingford**	**May 2024**
2.0	Updated date on KCSIE and ADEK policies	**Victoria Shillingford**	**October 2024**

Policy Statement

Brighton College Al Ain policies have been developed by the College Leadership Team (CLT) with input and guidance from the Brighton College network, including Brighton College UK.

Policies reflect current best practice.

At the time of writing, policies aligned with the following:
- ADEK Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- The College's Academic Plan written for ADEK approval
- Standards for British Schools Overseas (DfE)
- COBIS Accreditation and Compliance
- Bloom Education and Bloom Holding policies where applicable

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

Policy Structure

Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified.

Policy Development
Policies will continue to be developed as strategic priorities.

Appendix 1 – phone checks

Telephone Reference Risk Assessment

Name of Employee:

Start date:

Position:

Background – Reference Check

Control Measures – Previous employer was contacted and it was confirmed verbally there were no child protection or safeguarding concerns about this employee or any disciplinary proceedings.

Name of Referee:

Contact details:

1. Can you confirm the candidate's name, dates of employment and job title?

2. Have there been any incidents or allegations involving the candidate related to safeguarding or child protection?

3. Have you ever had any concerns about the candidate's behaviour towards students or colleagues?

4. Are you aware of any reasons why this candidate should not be employed to work with children or vulnerable individuals?

Reference Check completed by:

Date:
Time:

Appendix 2 – Online check record form

Candidate name:

Role shortlisted for:

Searcher name:

Date and time of online search:

SEARCH PARAMETERS	CONCERNS RAISED
For example: Google search: The following terms, looking at the first page of results: • 'Candidate name' • 'Candidate name' + 'current school/employment' • 'Candidate name' + 'previous school/employment' • 'Candidate name' + 'educational institution' • 'Candidate name' + 'job title' Websites: The candidate's name was typed into the search function of the following websites: • LinkedIn • Twitter (checked the top 10 results) • Facebook (checked the top 10 results) • Their current school's website	Only record information that suggests the candidate: • Is unqualified for the role • Poses a potential safeguarding risk • Risks damaging the reputation of your school/trust **Don't** include any irrelevant personal information.