

Safer Recruitment Policy

2026 - 2027

Whole School

Approved/Reviewed by	
D Davey/ J Vowles - AHT	
Date of 1 st review	August 2025
Date of 2 nd review	June 2026
Date of next review	August 2027



1. Purpose

This policy sets out the minimum criteria for checking the background of all school employees.

It ensures the safe recruitment and ongoing suitability of all staff and volunteers in compliance with the Keeping Children Safe in Education (KCSIE) 2025 statutory guidance and the KHDA Technical Guide on the Deregistration of Educational Staff (2024). It establishes robust measures for vetting, monitoring, and reporting to safeguard students and maintain professional integrity.

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, September 2024
- KHDA Technical Guide on the Deregistration of Educational Staff (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
- Federal Decree Law 2 Anti Discrimination and Equal Opportunities.

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

2. Policy in Practice

- Every employee must have a signed Criminal Background Declaration form.
- Suitable background checks and references are conducted for every employee at the school.
- As part of the shortlisting process, SBS will carry out an online search as part of our due diligence on the shortlisted candidates.
- Where employees will be working with children, a record of disclosure of criminal history will be required.
- Employees that are recruited directly from countries where there is a standardised process for obtaining criminal clearance must do so prior to joining SBS. This includes the UK, Ireland, USA, Canada, New Zealand, Australia and South Africa.

- Criminal clearances provided must be less than 3 years old (if coming from the UK this can be older as long as it is from the current school and there have been no gaps in their employment since the criminal clearance check was carried out.)
- Advertising of a post will include the following statement: *"Safa British School places the highest priority on safeguarding and promoting the welfare of children. We maintain rigorous standards in child protection practices and expect all staff members to uphold this commitment. Successful candidates will undergo thorough background checks, including the checking of high-quality references, verification of qualifications and identification, as well as police and overseas checks where applicable."*
- At least two members of the recruitment panel, including the HR Manager, will hold up-to-date Safer Recruitment training certification to ensure robust and consistent practice.

3. Recruitment Process, Selection and Procedures

The following procedures will be used in the recruitment and selection process of any staff member:

Initial Screening

- All prospective employees are required to submit a completed Safa British School application form, a copy of their full curriculum vitae and a covering letter.
- As part of the short-listing process we carry out online searches as part of our due diligence on shortlisted candidates.
- These will be checked initially by the HR Manager, when any gaps or discrepancies will be followed up
- Following this initial check, a member of the SLT will review the application
- The application form 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 Dubai's Knowledge and Human Development Agency (KHDA). This can be done once an offer of appointment has been made.

Reference Verification

- All prospective employees are required to have a reference check and must have at least two references, one being from their last Line Manager, Senior Leader or Principal or in the case of non-educational staff, the person's current or most recent employer.
- The school does not accept open references. Formal, written references will be sought directly from the referees.
- Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Where this is the case, detailed written records will be kept of such exchanges.
- Among other things, referees will be asked specific questions about the following:
 - the candidate's suitability to work with children and young people;
 - any substantiated allegations;
 - any disciplinary warnings, including time--- expired warnings, relating to the Safeguarding of children and young people;

- the candidate's suitability for the post.
- Wherever possible, references will be requested in advance of interview. All references will be kept on file.

Criminal Background Checks

- Whilst, the School asks all new employees to endeavor to provide evidence of police checks from every country in which they have worked and completed their teacher training, it is recognised that the international nature of the U.A.E. means that the School attracts applications from a range of countries around the world, many of whom do not have developed safeguarding and vetting procedures. Thus, it is not always possible to document a full career of police checks. However, candidates working outside the UK at the time of application are required to get a local police check (e.g. A Dubai Police Check for those previously working in Dubai) These are valid for 3 months only. Police checks are requested in English.

Exceptions

The procedures set out above will not normally be necessary for:

- (i) visitors to the school, who have no unsupervised contact with students;
- (ii) building or other contractors provided they have no unsupervised contact with students;
- (iii) volunteers or parents who only accompany staff at specific events or one-off trips (excluding overnight stays);
- (iv) 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.

Interview Process

Safer Interview Process - SBS Requirements:

- AI Ethics and Conduct: Candidates are asked to confirm that their application materials, references, and lesson content are free from undisclosed AI generation or editing, in line with KCSIE 2025 expectations for transparency in recruitment.
- Dual interview requirement: At least two trained safer recruitment panellist
- All potential candidates are always interviewed online as an initial interview.

- Safeguarding scenario questions mandated by KCSIE 2025. The following safeguarding questions are compulsory to be asked on this call:
 - Can you give us an example of a time you faced a safeguarding issue and how you dealt with it?
 - What would you do if you were concerned about the behaviour of a child?
 - What do you see as your main responsibilities as a Teacher/Teaching Assistant regarding safeguarding?
 - Why do you want to work with children?
 - What is your approach to safeguarding at work?
 - Who is the person responsible for safeguarding your school?
- If successful, and are moved into the next round, they are invited in to complete a demonstration lesson, they will always remain with a member of the leadership team and never left on their own with a child.
- Notes from the interview are kept on file, for those successful, this will remain in their HR file. For those unsuccessful, these will be kept for up to 3 months.

4. Single Central Record

All pre-employment checks and documentation is held on a Single Central Record, ours is held via a secure online platform: <https://onlinescr.co.uk>.

At Safa British School, the Single Central Record (SCR) is an important element of safeguarding and regulatory compliance. It is managed and regularly updated by the HR Team to ensure all necessary checks are accurate and current. The SCR includes the following:

- Identity Verification
 - Copies of passports for all staff.
 - Emirates ID details and labour cards, where applicable.
 - Birth certificates, which will be added over the next calendar year to further enhance safeguarding checks.

- Background Checks:
 - Police clearance certificates for all employees.
 - Disclosure and Barring Service (DBS) checks for staff with a history of work or residency in the UK. ICPC checks are also requested.
 - Prohibition from teaching checks, including maiden and married names for those who have undergone a name change.
 - Section 128 checks ensure that individuals who are prohibited from managing a school due to criminal convictions or professional sanctions are not appointed to senior leadership, governor, or trustee roles. These checks are to be requested by the Principal of Safa Community School.
- Agency and Contracting Staff:
 - Verification of identity and police clearance from the agency or contracting company.
 - Safeguarding induction to be completed prior to commencing work at the school.
- Contact Information:
 - Staff address and contact details for verification and communication.
- Right to Work:
 - Visa details and work permit information.
- Training Records:
 - Evidence of safeguarding and child protection training conducted by the Designated Safeguarding Lead (DSL) at Safa British School.
- Document Management:
 - All checks are added without overwriting previous records, ensuring a complete historical record of safeguarding and compliance checks. This can be accessed on SCR via the Historical Checks menu.

The HR team carefully monitors the expiration dates of identification checks and other essential documents, ensuring that renewals are carried out promptly. This diligent approach enables the school to maintain compliance with safeguarding policies.

5. Post-Recruitment Monitoring

Ongoing monitoring includes annual self-declaration of criminal or safeguarding concerns and periodic review of online professional conduct. Any change in a staff member's circumstances triggering safeguarding concerns will be referred to KHDA as per deregistration procedures.

6. Data Protection and Archiving

All disciplinary and deregistration records must be retained for no less than 10 years, securely stored and only accessible to authorised HR and safeguarding personnel.

The school's Single Central Record must explicitly document KHDA reporting status, warnings, and deregistration outcomes.

7. KHDA Deregistration Procedures

7.1 Employer Accountability

- If pre-employment checks uncover disciplinary or criminal history, Safa British School must report this to KHDA immediately for review and potential pre-emptive deregistration.
- The Board and Principal retain ultimate responsibility for compliance.

7.2 Reporting and Investigation

- All formal warnings or dismissals must be reported to KHDA within 24 hours of being issued.
- The school will provide full documentation (including disciplinary policy, findings, and evidence) within five working days.
- Where safeguarding allegations involve the Principal, the acting lead and Board must notify KHDA within 24 hours.
- All investigations and decisions will follow the school's Staff Disciplinary Policy, ensuring compliance with Federal Decree-Law No. 33 (2021) and KHDA guidance on due process.

7.3 Appeals

- Dismissed staff may appeal in writing within 30 days. KHDA's Deregistration Committee will issue a final, binding decision within 60 days.

7.4 Consequences

- Once deregistered, a staff member is prohibited from employment in any KHDA-regulated educational institution.
- KHDA will revoke the individual's Appointment Notice immediately

8. Roles and Responsibilities

The Governing Board of the school will: reviews annual safer recruitment and deregistration reports for compliance assurance.

- Review outcomes of the annual safeguarding and recruitment audit and ensure that identified actions are implemented within agreed timelines.
- 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 relevant guidance and legal requirements, and monitor the school's compliance with these.

The Principal will: ensures all safer recruitment and deregistration processes comply with KCSIE 2025 and KHDA 2025.

- 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 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.

The Department for Education maintains the database of all teachers eligible to teach in England. The database is called The Teacher Services system (formerly known as Employer Access Online). Schools overseas cannot access the online database to carry out the Prohibition checks. The school uses the services directly from our online platform, <https://onlinescr.co.uk/partners/> to check the details of teachers who are still subject to disciplinary sanctions from the GTCE ensuring that all prospective appointments.

- ensure that all staff receive appropriate safeguard training.
- line manage the HR Manager to ensure compliance with this policy.

Designated Safeguarding Lead: reviews all staff conduct concerns to determine if they meet KHDA reporting thresholds.

The HR Team will: maintain SCR updates, conduct online vetting, and oversee KHDA notification compliance.

- ensure the diligent implementation of this policy and follow best practice.



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Ensure strong networking links with other Dubai schools to keep abreast of latest guidance and training.

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This policy will be reviewed annually or sooner if significant changes occur in KCSIE or KHDA Deregistration regulations. Next review: August 2027.