



مدرسة ايليت الانجليزية ش.ذ.م.م  
**Elite English School L.L.C**

## **Safer Recruitment Policy**

### **Governing Authorities:**

Knowledge and Human Development Authority (KHDA)  
Ministry of Education (MOE), United Arab Emirates

**Review Cycle:** Yearly

**Last Review:** February 2026

**Next Review:** February 2027

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### **1. Introduction**

This policy includes definitions or and the guidelines related to safer recruitment of staff. It is not intended that parent volunteers helping with library, reading, costumes for school productions or other enrichment support are checked. This is because Parent / Volunteer helpers are never alone with children.

### **2. Purpose**

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

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 .**

- Suitable background checks and references are conducted for every employee at the school.
- Where employees will be working with children, a record of disclosure of criminal history will be required.

### **4. Recruitment Process, Selection and Procedures**

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

- All prospective employees are required to submit a completed copy of their full curriculum vitae and a covering letter.
- These will be checked initially by the Heads of School, when any gaps or discrepancies will be followed up
- 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.
- 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.
- Wherever possible, references will be requested in advance of the interview. All references will be kept on file.
- All initial contracts are subject to a satisfactory outcome of the Disclosure and Barring Service checks.
- Where there is a break in employment of more than three months for a member of staff, a new Enhanced DBS or other Police check will be sought.

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

- (i) visitors to the school, who have no unsupervised contact with pupils;
- (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.

## **5. 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 Principal will:

- ensure that the school operates safe and fair recruitment and selection procedures
- ensure that these are regularly reviewed and up-dated 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
- ensure that all staff receive appropriate safeguard training
- line manage the HR Manager to ensure compliance with this policy