Durham School Dubai
Confidence for Life

Safer Recruitment Policy

Updated: September 2026

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1 Policy Statement

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

Durham School Dubai is committed to safeguarding and promoting the welfare of children and young people. Durham School Dubai 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.

Durham School Dubai 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.

Durham School Dubai'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, 2025
- 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'
- KHDA 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: "Durham School Dubai 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 Durham School Dubai 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 and Compliance Department for every candidate selected for appointment at Durham School Dubai:

- Verification of the candidate's identity, in line with the requirements of the Ministry of Human Resources and Emiratisation (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:
- Up to date CV
- Application form.
- Three referees, from current and most recent employers. One of which must be their most recent Principal
- References must be completed on the Durham School Dubai reference pro-forma and will be verified via official company's email ID, by phone or web search.

- Once received, all references will be authenticated by the Compliance Manager to the supplier of the reference, who may also be asked to clarify any anomalies or discrepancies
- 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 the Compliance Manager by 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.
- 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 Knowledge and Human Development Authority (KHDA) and Destruction of Data guidelines (GDPR)T
- 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 during adult life 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.
- 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 or the UAE in a teaching capacity.

Verification of qualifications

Copies of all declared attested 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.

The Knowledge and Human Development Authority (KHDA) will require an equivalence of Qualifications

HR /PRO 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 KHDA and MOHRE regulations and requirements.

Media footprint check

Compliance will check that there is no recorded known adverse information on the World Wide Web and Social Media platforms about prospective employees in relation to safer recruitment guidelines of this policy.

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/ICPC

Employment Offer Letters

Employment Contracts

Passports and Visas

Emirates ID

Qualifications

Medical Insurance

Letters

KHDA approvals

Next of Kin/Emergency Contact

References

Safeguarding, Child Protection and First Aid

GGDPR

CPD certificates

Exit/Separation documentation

4 Third-Party Providers

All approved third-party providers, contractors, agency staff and privately employed 1:1 support staff who work on the School site must meet the School's safeguarding and safer recruitment requirements. Required identity, suitability, police clearance and regulatory documentation must be verified before unsupervised or regulated activity is permitted, and relevant checks are recorded on the Single Central Register (SCR).

All visitors and contractors have to sign in prior to entering the school premises and leave either their EID or passport as ID. Every individual will be provided with an ID badge and will be escorted and fully supervised at all times by other members of staff and via the CCTV's.

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 Compliance.

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 Commercial Director 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 Compliance Manager will:

- Ensure the diligent implementation of this policy and follow best practice
- Maintain appropriate professional links and monitor current KHDA, UAE and international safer recruitment 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

Commercial Director:

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

7 Policy Information

Policy Title: Safer Recruitment

Policy Owner: Commercial Director

Approved By: Chair of The Board of Governors

Applies To: All employees, applicants, volunteers, governors, contractors, agency staff and relevant third-party personnel

Review Frequency: Annually, or sooner where legislation or regulatory guidance changes

Next Review Date: September 2027

Approved by

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Saumya Basu
Chair to Board of Governors

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Durham School Dubai policy conversion and update	Commercial Director	September 2026