

**Nurture ~ Believe ~ Discover ~ Achieve**

### **Safa Vision**

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

### **Safer Recruitment Policy 2026 - 2027**

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### **Safa Community School**

#### **Contents**

- 1. Purpose**
- 2. Policy in Practice**
- 3. Recruitment Process, Selection and Procedures**
- 4. Safer Recruitment SCS Interview Process**
- 5. Single Central Record**
- 6. Post Recruitment Monitoring**
- 7. Data Protection and Archiving**
- 8. KHDA Deregistration Procedures**
- 9. Roles and responsibilities**

## **1. Purpose**

This policy applies to all staff, governors, contractors, and volunteers working at Safa Community School, including supply and agency staff, ensuring all have undergone appropriate safeguarding checks.

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 2025
- 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.
- 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 Safa Community School. This includes the UK, Ireland, USA, Canada, New Zealand, Australia and South Africa.
- Advertising of post on TES/Schrole will include the following statement:

At Safa Community School we hold ourselves to a high standard of effective practices in relation to child protection and we are committed to safeguarding and promoting the welfare of children. We expect all staff

and volunteers to share in this commitment. Successful applicants will be subject to various background checks including, receipt of satisfactory references, proof of relevant qualifications, identification and police checks, including overseas checks.

- At least one member of the Senior Leadership Team responsible for making offers of employment will have successfully completed training in Safer Recruitment within the last 2 years.

### 3 – Recruitment Process, Selection and Procedures

This section outlines Safa Community School's comprehensive approach to recruiting and vetting staff to ensure child protection and compliance with KHDA and UK safeguarding standards.

#### 3.1 Application and Initial Screening

All candidates must submit a **TES/Schrole application form**, CV, and covering letter. The **HR Manager** reviews applications for accuracy and gaps, followed by an **SLT review**. Copies of attested qualifications are stored as required by KHDA once an offer is made.

#### 3.2 Reference Verification

Each applicant must provide **two formal written references**, including one from their current or most recent Principal (or employer for non-educational roles).

- Open references are **not accepted**.
- At least one reference is **authenticated by phone** by HR or the Principal.
- Referees are specifically asked about safeguarding suitability, disciplinary history, and any substantiated allegations.
- Additional employers may be contacted if clarification is needed, and all checks are documented.

#### 3.3 Criminal and Background Checks

- **Police clearances** are mandatory from all countries where the applicant has lived or trained.
- For UK applicants: **Enhanced DBS** and **ICPC** checks must be recent (DBS <3 months, ICPC <1 month).
- For international candidates: local police reports (<3 months old) are required.
- **Breaks in employment over 3 months** trigger new police or DBS checks.
- Following **Brexit**, the EEA Prohibition Order check is no longer available.
- **Barred List checks** are completed before appointment confirmation.

#### 3.4 Digital and Identity Verification

- Right to Work: Verification of legal employment status, including visa and Emirates ID validation, must be completed prior to commencement of employment.
- Since September 2024, the school conducts social media and digital footprint checks, recorded on the Single Central Record (SCR).
- From August 2024, staff must provide birth certificates to verify names at birth for identity consistency.

#### 3.5 Additional Safeguarding Enhancements (2025 Updates)

- Digital Screening: Online and social media searches identify safeguarding or reputational risks.

- **AI Disclosure:** Applicants must disclose any use of AI in their applications.
- **Cross-Border Verification:** KHDA-compliant checks are required for all international candidates, with rechecks after employment gaps.
- **Deregistration Checks:** Candidates are screened against the KHDA Deregistration List and any other barred or prohibited persons registers.

### 3.6 Exceptions

The above vetting procedures do not apply to:

- Visitors or contractors without unsupervised pupil contact.
- Volunteers or parents assisting on one-off day events.
- Individuals on site only when students are not present.

All visitors and contractors sign in, with an Emirates ID or Passport (overseas visitors) and are given an ID badge and are fully supervised at all times as appropriate.

### 4. Safer Interview Process - SCS 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 one trained safer recruitment panellist as required by KCSIE 2025 (renewed every two years).
- 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.

## 5. 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 Community 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 Community 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.

## 6. 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.

## 7. 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.

## 8. KHDA Deregistration Procedures

### 8.1 Employer Accountability

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

### 8.2 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.

### 8.3 Appeals

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

### 8.4 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

## 9. 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 2026 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.
- ensure strong networking links with other Dubai schools to keep abreast of latest guidance and training.

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

**Person Responsible:** Leanne Fridd

**This policy should be read in conjunction with the following policies:**

- Child Protection and Safeguarding Policy
- HR Policy
- SCS Staff Code of Conduct
- Communication Policy
- Confidentiality Policy
- SCS Data Protection Policy