



مدرسة ديرة الدولية
DEIRA INTERNATIONAL SCHOOL
FESTIVAL CITY

 **Al-Futtaim** Education Foundation

Safer Recruitment Policy

Date	24 November 2025
Review Date	24 November 2026
Owner	Director
Author	Emma Hannon
Version	Version 1
Policy Type	H & S/ Pastoral
Circulation	Internal
Date Authorised	24 November 2025
Authorised By	Director

1. Safeguarding is everyone's responsibility

The Teacher Standards 2021 state that teachers, including Head Teachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties. (Keeping Children Safe in Education 2025)

This principle applies not only to teachers, but to all members of the school workforce, governors, trustees, volunteers, and contractors.

2. Introduction

Deira International School (DIS) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This policy aligns with the British International Schools Safeguarding Coalition (BISSC) Safer Recruitment Code of Conduct (2025).

3. Links to school core values and aims

This Child Protection policy is aligned to the following core values:

- To create an outstanding, multi-cultural learning community which empowers students to achieve their potential, become life-long learners and responsible global citizens.
- Respect, Excellence, Collaboration and Integrity are the values which we live by, that help us action our vision and mission.

4. Rationale

At DIS, we are fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them. DIS aims to develop the children's understanding of their rights and responsibilities as global citizens, in line with The United Nations Convention on the Rights of the Child to which the UAE is a signatory.

5. Aims

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies.
- deter prospective applicants who are unsuitable for work with children or young people.
- identify and reject applicants who are unsuitable for work with children and young people.
- select individuals who have positive safeguarding attitudes and values.
- help embed safeguarding and build a positive culture within school.
- ensure consistency, transparency, and accountability across all recruitment processes, in line with BISSC requirements.
- ensure that safer recruitment applies consistently to all appointments, including governors, trustees, and volunteers.

6. Identification of Recruiters

At least one member of every recruitment panel will have completed accredited safer recruitment training. All staff involved in recruitment will undertake safer recruitment training and update this regularly.

7. Inviting Applicants

Advertisements for posts will include the statement:

“DIS is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment.”

This safeguarding statement will also appear on all application forms, reference request forms, and the school website.

8. References

To comply with the aims of this policy we will:

- seek and follow up at least three references (where applicable), at least two from Headteachers within the last six years, including the most recent school
 - use a reference proforma which asks about:
 - performance history
 - conduct, including performance management issues disciplinary warnings or investigations and
 - any proved disciplinary offences including time-expired warnings, that relate to the safeguarding of children
 - the candidate's suitability for the post
 - the candidates' suitability for working with children and young people
 - specific concerns in relation to the candidates' suitability to work with children and young people
- seek references directly from the referee
- on occasion, call for references in advance of the interview, so that any discrepancies can be probed during the selection stage
- never accept references or testimonials provided by the candidate such as pre-written 'to whom it may concern' letters
- Contact referees by telephone or video call in order to verify or clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Carry out a risk assessment for any concerns

School employees are entitled to see and receive, if requested, copies of their employment references unless the referee has requested that it not be shared.

9. Vetting

As part of the shortlisting process, the school may carry out online search as part of the due diligence on the shortlisted candidates. This could help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview

Police checks will be expected to be carried out for the country of origin by every candidate and for every country in which a candidate has lived or worked in for at least 6 months, going back 10 years. This includes cautions and warnings. For candidates who have worked in the UK, an ICPC (International Child Protection Certificate) will be required.

If a candidate is unable to obtain background checks for the full 10 years, the school will carry out a risk assessment to assess whether the candidate should still be appointed.

Misrepresentation, falsification of documents, or failure to pass background checks will result in immediate withdrawal of an offer or termination of employment.

10. The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

11. Interviews

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport or birth certificate or driver's license with them as proof of identity.

Where possible, interviews will always be face-to-face. One-line interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Interviews will include, where possible

- a tour of school.
- an interview panel which includes a member of SLT and at least one person who has received accredited safer recruitment training.
- questions or activities which test safeguarding matters.

Candidates will always be required to:

- explain satisfactorily any gaps in employment.
- explain satisfactorily any anomalies or discrepancies in the information available to recruiters.
- demonstrate their capacity to safeguard and protect the welfare of children and young people

Detailed notes will be recorded and stored securely.

12. Offer of Appointment

The appointment of all new employees is subject to the receipt of police checks, good conduct certificates, references, medical checks, prohibition checks, childcare disqualification checks and waivers, copies of qualification and proof of identity.

All successful applicants are required to:

- provide proof of identity in line with the requirements of the Immigration Department of the UAE.
- if coming from the UK, complete an ICPC application and receive satisfactory clearance
- have a satisfactory certificate of good conduct relating to time spent living outside of the UK, going back at least 10 years.
- Any costs incurred for obtaining a Certificate of Good Conduct must be met by the individual and will not be reimbursed.

- pass a prohibition from teaching check (UK only)
- provide attested certificates of professional qualifications

All offers will state explicitly that they are conditional upon safeguarding and vetting checks.

13. Pre-employment Checks

The following pre-employment checks must be undertaken by responsible individuals designated by the SMC:

- Receipt of at least three satisfactory professional references, one of which will be from the current or most recent employer.
- Verification of the candidate's identity in line with the requirements of The Immigration Department of the UAE.
- A Barred List Check (for UK nationals).
- A prohibition from teaching check (UK, USA, EEA teaching staff).
- A satisfactory police clearance from the country of origin.
- Verification of qualifications.
- Verification of professional registration as required by law for teachers, medical professionals, and therapists.

14. Single Central Record

DIS keeps a single central record of all checks. The SCR will include all staff, supply staff, contracted staff, teacher trainees, governors, trustees, and volunteers.

Confirmation that these checks have been carried out along with the date the check was undertaken/obtained is logged on this record for all employees of the school.

15. Induction

All staff who are new to the school will receive safeguarding training and sign a declaration to confirm that they have read all the relevant policies. This training will be updated yearly.

DIS recognises that safer recruitment and selection is not just about the start of employment but is part of a larger policy framework for all staff. We aim to build, embed and maintain cultures where abuse of children is unacceptable, action will be taken, and it will be dealt with seriously. We will therefore provide ongoing training and support for all staff for everyone at DIS to remain vigilant and alert to safeguarding matters.

Before commencing work, all staff, governors, trustees, and volunteers will complete safeguarding induction. Annual refresher training will be required from all staff.

16. Contractors

All contractors and agencies must comply with safer recruitment checks. This policy applies equally to long-term contractors and agency workers engaged in regulated or non-regulated activity.

17. Reporting and Whistleblowing

DIS recognises the importance of reporting concerns about recruitment processes.

- Concerns may be reported internally to the DSL, Director, or Board of Governors.
- Concerns about safer recruitment practices may also be reported externally to BISSC associations (e.g. BSME, COBIS) using standardised reporting forms.
- Anonymous reporting will be supported to encourage good faith whistleblowing.

18. Policy Review and Monitoring

This policy will be reviewed annually and updated in response to changes in legislation, safeguarding incidents, or BISSC guidance. Evidence of compliance will be available for inspection if requested by associations.