



**KINGS'
EDUCATION**
The Best By Every Child

SAFER RECRUITMENT POLICY

2025-26



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1. Introduction

At Kings' Education, we are committed to safeguarding and promoting the welfare of all children. We believe that we have a duty to ensure the safe recruitment of all school personnel and volunteers. This policy is integral to our commitment to maintaining a safe environment for pupils, staff, and the wider school community.

This policy complies with:

- BSO Standards – Suitability of Staff, Supply Staff and Proprietors.
- UK DfE Keeping Children Safe in Education (2025).
- UAE Federal Labour Law No. 33 of 2021 and its Executive Regulations.
- Knowledge and Human Development Authority (KHDA) requirements.
- Dubai Police and relevant international clearance procedures.

2. Scope

This policy applies to all staff, volunteers, contractors, and any individuals engaged by Kings' Education who may have access to children or sensitive information. It covers all stages of recruitment, from advertising and selection to appointment and induction.

3. Purpose

The purpose of this policy is to ensure that recruitment procedures are fair, transparent, and compliant with safeguarding requirements. It seeks to attract the best possible candidates, deter unsuitable applicants, and identify and reject individuals who may pose a risk to children.

4. Safeguarding Statement

"Kings' Education is committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to pre-employment clearance, including identity checks, criminal background checks, qualification checks and employment checks. This will include an exploration of any gaps in employment and two satisfactory employment checks."

5. Roles and Responsibilities:

The Leadership Team will:

- Promote the safeguarding and welfare of children;
- Ensure the school operates safe recruitment procedures;
- Organise safe recruitment training for school personnel involved in recruitment;
- Appointment panels to include one person who has successfully passed safe recruitment training;
- Ensure all appropriate pre-employment checks are completed on school personnel and volunteer helpers;
- Ensure contractors and agencies comply with this policy;

- Undertake appointments of school personnel and volunteer helpers other than appointments to the leadership of the school;
- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Review the Safer Recruitment Policy for Kings' Education;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body and Kings' Education on the success and development of this policy.

The HR Office:

- Is responsible for regularly checking the Single Central Record and following up on any missing documentation, with all information retained in individual staff evidence files.
- Will maintain the SCR within the School Management Information System.

6. Recruitment Process and Workflow

When a post becomes vacant or is created then the following procedure takes place:

Vacancies

- All vacancies must be reviewed and approved by HR and the Principal before advertising.
- Job postings should clearly state the organisation's commitment to safeguarding and the requirement for satisfactory police checks.

Job and Person Specification

- A job and person specification is written and approved by HR and the School Principal.

Job Advertisement

- All posts are advertised internally and externally.
- Advertisements state the school's commitment to safeguarding and that all appointments are subject to satisfactory police checks and references.
- Existing staff are welcome to apply.

Application

- Applicants are directed to WebHR to access the application form and job description.
- Additional information is available on the school website, including safeguarding and safer recruitment policies.
- Successful applications are acknowledged.
- References are checked for consistency and discrepancies clarified.
- Shortlisted candidates are informed by the Principal or nominated person.

Shortlisted Candidates

- Interview processes are fully documented.
- Interview invitations include details for in-person or online interviews.
- Candidates are asked if any reasonable adjustments are required.

Interview Process

- Interviews assess suitability for the role and ability to safeguard children.
- Interviews may include observations, activities, meetings with leadership, DSLs, Governors or School Council, as appropriate.
- Interview panels will include at least one member trained in safer recruitment.

Job Offer

- The interview panel identifies a suitable candidate.
- Offers are made subject to pre-employment checks.

Pre-Employment Checks

- At least 2 professional references, wherever possible, from the last two employers.
- Proof of identity.
- Starting January 2026, staff will be required to provide a copy of their birth certificate.
- Where available, a current enhanced DBS (with Barred List check) obtained no more than three months prior to onboarding.
- Where applicable, an ICPC (ACRO), UAE Police Certificate, police check from the most recent country of work, and police check from the home country.

7. Curriculum Vitae (CV)

Applicants must complete the Kings' Education application form; CVs alone are not accepted. Any gaps in employment must be explained and verified.

8. Qualifications

Candidates must provide attested and verified qualifications that meet KHDA and MOHRE standards. Relevant documents must be notarised and legalised through MOFA before joining.

9. References

At least two professional references must be obtained, including one from the current or most recent employer. One reference through a follow-up call, keeping detailed written records.

10. Police Clearances

Candidates must provide a police clearance issued within three months of joining. Requirements include:

- UAE Police Certificate for local residents.
- Home-country police clearance for residents of less than 10 years.
- DBS or ICPC for UK nationals.
- Equivalent checks for other nationalities.
- Police checks must be translated into English where applicable.

11. Vetting and Background Checks

Kings' Education conducts a comprehensive review that includes:

- Verification of identity and work history.
- Reference authentication.
- Review of any prohibition orders (for UK teachers).
- Confirmation of eligibility to work in the UAE.

12. Appointment

Appointments are confirmed only after satisfactory completion of all pre-employment checks. Offers of employment remain conditional until all clearances and references are verified.

Urgent Hire and Risk Assessment

In exceptional cases where operational needs require an individual to start work before police clearance is received:

- A signed self-declaration must be completed and approved by the Principal.
- The appointment remains conditional.
- Safeguarding supervision must be in place until the clearance is received.
- Risk assessment form to be completed by the hiring manager and approved by Principal.
- The risk assessment must be reviewed every two weeks and the clearance obtained within two months.

13. Medical Fitness

All new hires must provide medical fitness certification as required by UAE labour law prior to starting employment.

14. Induction

All new employees and volunteers undergo a comprehensive induction programme, including Kingsification, safeguarding policies, the Code of Conduct, and whistleblowing procedures.

15. Single Central Record (SCR)

The SCR is maintained by the HR Department and includes the following for each employee, contractor, and volunteer:

- Identity verification.
- Police clearance details.
- Reference verification.
- Qualification verification.
- Date of safeguarding training completion.
- Right to work in the UAE.

16. Contractors, Agency Staff and Third-Party Providers

The School ensures that all contractors, agency staff and third-party providers are subject to safeguarding checks proportionate to their role and level of contact with pupils. Regular contractors and providers undergo full safer recruitment checks, including identity verification, right to work, appropriate police clearance, confirmation of employer-led safer recruitment processes, and safeguarding training. One-off or occasional contractors are subject to identity checks, safeguarding guidance, and appropriate supervision at all times. All required checks are recorded on the School's Single Central Record, and no individual is permitted to work on site without the appropriate safeguarding arrangements in place.

17. Ongoing Safer Recruitment Measures

HR conducts annual audits of all records and vetting checks. Police checks may be renewed every 3 years, and safeguarding training must be renewed annually. Recruitment and selection practices are reviewed regularly for compliance with KHDA, BSO, and international safeguarding standards.

Approved by: Head of HR, Director of Education - Kings' Education
Review Cycle: Annual or as required by regulatory updates.



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