



## Safer Recruitment Policy

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

Jumeirah College recognises the safety of children in its care is of paramount importance and it shall take all reasonable steps to ensure that its employees are suitable for employment, with no history that may potentially threaten that safety.

- 1.1 Every employee must have a signed Criminal Background Declaration form.
- 1.2 Jumeirah College ensures that suitable background checks and references are conducted. Where employees will be working with children a record of disclosure of criminal history will be required. In addition, all employees have to sign the above mentioned declaration form.
- 1.3 Employees that are recruited directly from countries where there is a standardised process for obtaining criminal clearance must do so prior to joining Jumeirah College. This includes the UK, USA, Canada, New Zealand, Australia and South Africa.
- 1.4 This criminal clearance must be less than 3 years old (if coming from the UK this can be older as long as it is from the current school and there have been no gaps in their employment since the criminal clearance check was carried out.)
- 1.5 Advertising of post will include the following statement:  
“Jumeirah College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share that commitment.”
- 1.6 All school based employees are required to have a reference check. Principals, Senior Leaders and Teachers must have at least two references, one being from their last Line Manager, Senior Leader or Principal.
- 1.7 Jumeirah College does not accept open references. The Principal or Senior Leader must follow up by telephone on any areas of the reference which require further information.
- 1.8 All other employees must have at least one reference from their last employer within the last 5 years. (If they have not worked for the last 5 years then no reference is necessary)
- 1.9 Safer recruitment and selection is not just about the start of employment, and the school will therefore, provide ongoing training and support for all staff.

### The selection and recruitment process

1. The following procedures will be adopted for all staff employed by Jumeirah College in any capacity.

All prospective employees are required to submit:

- i. a completed online **application form**,
- ii. a copy of their full **curriculum vitae** and a covering letter.
- iii. These will be checked by the Principal and any gaps or discrepancies will be followed up.

2. Original attested copies of relevant **qualifications** (e.g., QTS, degree certificates, etc.) will be required.
  - i. The most relevant qualification certificate/s will need to be notarised and legalised at a UAE embassy in order to meet the requirements of Dubai's Knowledge and Human Development Agency (KHDA).
  - ii. This can be done once an offer of appointment has been made.
  - iii. Colour copy of Passport is required
3. All prospective Principals, Senior Leaders and Teachers are required to give the names and contact details of at least **two referees**, one of whom must, wherever possible, be the person's current or most recent employer.
  - i. Formal, written references will be sought directly from the referees.
4. Among other things, referees will be asked specific questions about the following:
  - i. the candidate's suitability to work with children and young people;
  - ii. any substantiated allegations;
  - iii. any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people
  - iv. the candidate's suitability for the post.
5. Wherever possible, references will be requested in advance of interview. All references will be kept on file. However, if this is not the case the offer is given subject to the receipt of acceptable references.
6. All prospective appointments will be checked against 'Barred List' or the equivalent of (depending on the country of origin) before the appointment is confirmed.
7. The procedures set out above will not normally be necessary for:
  - i. visitors to the school, who have no unsupervised contact with pupils; building or other contractors provided they have no unsupervised contact with students;
  - ii. volunteers or parents who only accompany staff at specific events or one-off trips (excluding overnight stays); secondary school students on work experience; those on the school site only when students are not present.
  - iii. Supply staff/long term volunteers although they will be required to provide copy passport, visa and ID and will also be required to obtain a Police good conduct certificate.

### **Single Central Record**

A single central record of all staff is kept by Jumeirah College detailing all staff data. This record covers all staff, including supply and teacher trainees who work at the school.

### **Contractors**

Where possible Jumeirah College will ensure that any contractor who is to work at the school has been subject to the appropriate level of police checks via the provision of a signed full service level agreement detailing that their staff have no criminal background that could affect their work with children.

## **Visitors**

Although Jumeirah College does not have the right to request Police checks on all visitors. Procedures are in place to ensure that all visitors sign in and are given an ID badge and are fully supervised at all times.

## **Roles and responsibilities**

- The Principal is responsible for ensuring that all school employees meet the criteria of this policy and that the necessary checks are in place and implemented by school HR.
- School HR is responsible for ensuring the correct checks are done prior to on boarding.
- GEMS Corporate CFO is responsible to ensure that any third party suppliers outside of the group are compliant with this policy

**Review of Policy: August 2017**