

DUBAI HEIGHTS ACADEMY



Policy	Safer Recruitment Policy
Approved on	August 2023
Approved by	Principal
Review date	August 2024

POLICY STATEMENT

The objective of this policy is to ensure that the school's recruitment processes are carried out in an efficient manner such that staff recruited by the school are suitable for employment with no history that might endanger the safety of the students. Dubai Heights Academy is committed to safeguarding and promoting the welfare of students entrusted in its care. The school recognises the importance of a diverse and distinct workforce which includes people from different backgrounds who bring with them diverse skills and aptitudes that promote the development of the school. The Human Resources team in conjunction with the school's Principal, will ensure compliance with the policy in all recruitment matters.

This policy sets out the necessary criteria for checking the backgrounds of any employee hired by Dubai Heights Academy. It also lists out the steps of the recruitment process.

AIMS:

- Ensure compliance with all relevant guidelines, including recommendations of the KHDA and Keeping Children Safe in Education (KCSE) policy of the UK government.
- Deter candidates who are unsuitable to work with children and young people
- Help attract the best possible candidates for the job, based on their merits, abilities and suitability for the post.
- Help ensure our Equal opportunities policy is supported, so there is no discrimination on the basis of nationality, gender or ethnicity.
- Identify any discrepancies or flags in applications that need to be addressed, such as gaps in employment.
- The policy is followed in conjunction with the following Dubai Heights Academy policies:
 - a. Code of Conduct
 - b. Child Protection and Safeguarding policy
 - c. Whistleblowing policy
 - d. Confidentiality policy.

1. SAFER RECRUITMENT PRACTICES:

1.1 Advertisements

All job advertisements have a safeguarding statement included, which is as follows:

"Dubai Heights Academy is totally committed to safeguarding and promoting the welfare of children and young people and as such expects all its employees to share this commitment. All new staff will be subject to enhanced pre-employment clearance including identity checks, criminal background checks (from your home country/country of residence), qualification checks (attestation) and employment checks to include an exploration of any gaps in employment and at least two satisfactory professional references, which will be verified. Applicants may also be required to provide other applicable personal documents e.g. degree, marriage certificate etc. A full checklist will be provided to successful candidates."

1.2 DBS Checks/Police Clearance certificates

A DBS check is required for any employee who is being hired from the UK. All employees hired locally or from other countries are required to submit a police clearance certificate (with a validity not exceeding 6 months from date of issue) as a mandatory requirement for employment. In addition to this, the school ensures that all sub contracted staff, such as cleaners and facilities staff, who are likely to come in contact with children, have a valid police clearance certificate on file. No staff is permitted to interact with children without a DBS check or a valid police clearance certificate.

1.3 Reference Checks

All shortlisted candidates applying for an academic vacancy are required to submit contact details of at least 3 references, one of which must be from the Principal or Vice Principal of their current or latest school. If applying for an administrative position, at least 2 references must be supplied, one of which must be from their current or most recent employer. References must be from reliable professionals who are able to comment on the applicant's suitability for the post. Referees are sent a Dubai Heights Academy reference form, directly by HR. Details of reference checks are outlined in 2.3.2.

1.4 Offer Letters

All Dubai Heights Academy job offer letters include the following clause :

"This offer is subject to reference checks, your approval by the Knowledge and Human Development Authority and an appropriate Police Clearance certificate. This offer is therefore contingent on you obtaining a valid visa in accordance with the Labour and Immigration Laws of the Emirate of Dubai and the U.A.E."

1.5 Safer Recruitment Training

It is mandatory for all employees who are involved in the recruitment process of a candidate, to undergo the safer recruitment training and obtain a certificate of attendance.

1.6 Safeguarding Training

As part of their induction, all new members of staff are required to undergo safeguarding training and obtain a certificate. Furthermore, all employees at Dubai Heights Academy are required to attend a safeguarding training annually and renew their certificate after successfully completing an online safeguarding quiz.

1.7 Probation Period

The school follows a process of structured monitoring of all probationary staff for 6 months. All probationers are evaluated periodically against a range of 16 to 17 parameters which include work ethics, honesty and integrity, collaboration and communication, customer service and community impact. Any concerns in interactions with children or any variances from statements made in the application form or on the CV are noted and appropriate action, which may include termination of employment, is implemented.

1.8 Whistleblowing Policy

All staff at Dubai Heights Academy are required to adhere to the Whistleblowing policy so that any safeguarding concerns are properly identified and addressed.

1.9 Code of Conduct Policy

This policy provides those who work in Dubai Heights Academy with a firm set of principles to guide all of their professional practice and behaviour. Its purposes are:

- To establish a firm foundation for ethical and professional conduct under the jurisdiction of KHDA.
- To raise ethical and professional standards by giving all employees a clear vision of the behaviour expected of them towards colleagues and students at DHA.

Standard 4 of the DHA Code of Conduct policy relates to relationships with students and clearly defines both appropriate and inappropriate conduct towards students.

1.10 Self Declaration Form

All staff at the school are required to submit a Self Declaration Form as part of their employment check. The Self Declaration form requires the employee to declare

- Whether they have ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police either in this country or any other countries of which they have been a previous resident
- Whether they have ever been disqualified legally from work with children or vulnerable adults or subject to any other sanctions imposed by a regulatory body in any country
- Whether they have ever been subjected to any disciplinary measures including but not limited to safeguarding of children at any of their previous employers

2. RECRUITMENT PROCESS

2.1 Advertising & Applications

Advertising:

Dubai Heights Academy will advertise vacancies externally using a relevant job site or a designated recruitment agency such as TES, whenever a vacancy arises. The vacancy will also be posted on the school's website. In addition to this, an internal advertisement inviting applications, or an internal appointment can be made at the discretion of the Principal, if there are sufficiently qualified internal candidates. A safeguarding statement is added to the advertisements, so candidates are aware of the school's safeguarding policy.

Applications:

All prospective applicants initially apply through the designated recruitment platform and are required to submit a CV and supporting document at this stage. Incomplete applications will not be processed. Supplying false information on an application is an offense and could result in either the application being rejected, being dismissed if the applicant is recruited and / or being referred to the relevant authority

2.2 Selection of Candidates

Longlisting

HR and SLT will screen all applicants to determine a longlist based on skills, experience and qualifications, as determined by the job description.

Longlisted candidates will be invited to participate in a preliminary discussion to determine suitability for the role.



Following this suitable candidates will be shortlisted and will proceed to the next round of recruitment which may include an interview and or a skills assessment/lesson observation.

Shortlisting

All shortlisted candidates selected for interviews will be required to complete an internal DHA application form which includes a self-declaration of their criminal record or information that would make them unsuitable to work with children. The candidates will also be required to confirm they have no medical conditions that will prevent them from obtaining a valid visa in the UAE.

Interview

There will be two rounds of interviews.

- Initially a short interview/discussion (less than half an hour) will be conducted, either in-person or online via Zoom. This will be an introductory interview to get to know more about the candidate and whether or not he/she qualifies for a final interview. The initial interview may be conducted by the line manager with support from a member of the Senior Leadership Team. Candidates shortlisted from the initial interviews will be invited to attend a final interview
- Final interviews will be conducted by a minimum of two persons one being the line manager and the other a member of the Senior Leadership Team and where appropriate may involve additional interview panel members, such as Board members and Student Leaders. Final interviews are expected to be lengthy and may include a task or a lesson observation /presentation. Opportunity will be given to the candidate during the interview to raise any queries they may have regarding the school or the advertised position. Candidates will also have the chance to tour the school to view the facilities and get a feel of the general working environment at DHA. Zoom interviews may be conducted for overseas candidates. For key roles candidates may be flown in for face to face interviews at the school.
- During the interview candidates will be required to account for any gaps or discrepancies in their employment history. The interview will be based on a standard questionnaire approved by the Senior Leadership team, which includes sections on personal background of the candidate as well as questions to assess emotional and working capabilities related to the requirements of the role.

2.3 Employment offer, References and Contract

Internal Offer & Employment contract

The successful candidate will be sent an “Offer of Employment” letter, detailing the compensation and benefits being extended for the position. The offer will be subject to the fulfilment of certain mandatory pre-conditions by the candidate as listed above in 1.3 and may be withdrawn by the School in the event of the candidate not being able to successfully fulfil them. Once the offer is accepted, the school will issue the employment contract for the candidate's signature. The employment contract is subject to the following conditions:

- Valid Passport copy
- Current Visa & EID copy
- Copy of Education Certificates/Degree certificates attested by the ministry of foreign affairs and the UAE Embassy in the Employees home country and the ministry of foreign affairs in Dubai
- Up to date DBS (Disclosure and Barring Service check or equivalent police for those countries lived in, outside of the UK. This can include a Prohibition Order Check and the successful application of an ICPC (International Child Protection Certificate). This document is required to be attested by the ministry of foreign affairs and the UAE Embassy in the employee's home country.
- Current KHDA Appointment & Leaving Certificate (NOC)

References & Verification

References for the selected candidate will be sought using the school's Standard Reference Form. The standards for obtaining References are as follows:

- At least *three* successful references are required for Teachers and Senior Leadership Team members; *one* of which should be from the current or most recent School Principal / Headteacher / Chair of Governors. Ideally the additional references should be from senior staff positions at previous places of employment.
- For other staff, at least *two* successful references are required, one of which should be from the current or most recent employer.
- The HR team will contact the referees directly for written references and will follow up with a phone call for reference verification. Reference submissions made by the candidate themselves will not be accepted. Furthermore, references must be submitted via the school's *Reference Form*; open references or testimonials may be submitted as additional supporting documents but not as a substitute for a formal

reference. Referees must submit references using a professional / work email address unless they are no longer employed.

- The HR team will verify the references received against the Application Form submitted by the candidate. Any discrepancies / inconsistencies will be discussed with the Referee; any cause for concern will be raised to the Line Manager and the Principal for their assessment and decision.

2.4 Ministry of Human Resources & Emiratization (MOHRE) Offer

Following submission of the requested documents, a MOHRE offer will be issued to the candidate. Subsequently, if the candidate is being recruited from outside the country, a pre-employment Visa will be sent to the candidate in advance of their arrival. The medical fitness tests required for their employment visa and residency will be carried out after submission of the signed MOHRE offer and can be completed only when the candidate is in the country.

2.5 Visas & Health Insurance

Upon successfully fulfilling the pre-conditions:

- The school will proceed with sponsoring the candidate by processing their UAE residence visa where appropriate
- The school will also integrate the new employee into its Medical Insurance scheme, where appropriate.

2.6 Induction

Newly employed staff will complete an induction programme upon joining the school. Induction includes:

- Introductions to SLT and key staff members and explanation of their roles within the school
- Brief introduction to the operational policies and procedures at Dubai Heights Academy
- Classroom or department setup
- Introduction to the customs and traditions of the UAE

New hires will also have to:

- Undertake a mandatory in-house Safeguarding & Child Protection Training given by a Designated Safeguarding Lead (DSL) prior to working with Students and obtain a Staff ID card.
- Read and acknowledge understanding of essential School policies and procedures such as the Confidentiality policy, Child protection policy and Code of conduct.
- Attend other trainings depending on their role within the School and as per the directives of the School's regulatory bodies

3. EMPLOYEE FILE

The HR department will create and maintain physical and electronic files for each employee of the school. The following documents will be stored in the files and are mandatory:

- Joining form confirming the date of joining
- Employee Information form which includes emergency contact information.
- CV & interview notes
- References
- Proof of identification
- Proof of academic qualifications and certifications
- Police clearance and/ or DBS check
- Self Declaration form
- Employment offer and contract
- Safeguarding certificate
- Signed policies -
 - Digital technology use
 - DHA Code of Conduct
 - Child protection and safeguarding
 - Confidentiality policy
 - Whistleblowing policy
 - KHDA code of conduct

Other documentations may also be stored within employee files as required.

4. CONTRACTORS, OUTSOURCED STAFF, SUPPLY STAFF AND VOLUNTEERS

All contractors, outsourced staff and volunteers should complete the same verification checks as School employees as follows:

- Police clearance, validity of which should not exceed 6 months from date of issue.
- Passport, Visa, Emirates ID copy
- Safeguarding certificate (where applicable)



A record containing details of all contractors, outsourced staff and volunteers will be maintained by the Facilities Department with a duplicate copy in the HR department for compliance visits.

5. SINGLE CENTRAL RECORD OF RECRUITMENT

The HR department will maintain an active Single Central Record of Recruitment for the School employees and cover staff.

6. DOCUMENT RETENTION

The School will retain all relevant documentation for the successful candidate within their physical and electronic employee file; upon separation, physical files will be retained for 18 months and electronic files will be retained indefinitely. Potential candidate applications will be retained for a period of 12 months and thereafter destroyed confidentially.