

P O L I C Y	Owner	HR and Administration Manager
SAFER RECRUITMENT	ID (Version)	DU/2.4.9. (v3)
	Published	14-February-2025
	Valid Until	14-February-2027

POLICY STATEMENT

The **Safer Recruitment Policy** demonstrates that the Arbor School's Safer Recruitment processes are robust, are carried out in an efficient manner, and that staff recruited by the school are suitable for employment with no history that might endanger the safety of the students. The school is committed to safeguarding and promoting the welfare of students in its care. The school understands the value of, and seeks to achieve a distinct workforce, that includes people from diverse backgrounds with different skills and aptitudes. It is the responsibility of the Human Resources team in conjunction with the school's Principal to ensure compliance with the policy.

This policy sets out the *minimum* criteria for checking the backgrounds of all employees at The Arbor School; it also outlines the processes that the school and its employees must follow.

APPLICATION

1. ADVERTISING & APPLICATIONS

1.1. ADVERTISING

Following the receipt of an approved *Recruitment Requisition Form*, Human Resources will advertise vacancies externally using relevant job sites when deemed necessary. If there are sufficiently qualified internal candidates, an internal advertisement inviting applications, or an internal appointment will be made at the discretion of the Principal.

1.2. APPLICATIONS

The school uses a standard *Application Form* specific to type of role. All prospective applicants are expected to complete this application; CVs may be attached to the form as a supplement. Incomplete applications will not be processed. Supplying false information on an application is an offence 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. SELECTION

2.1. SHORTLISTING

Shortlisting of candidates will be carried out against an agreed set of criteria for the vacant position.

2.2. PRE-SCREEN & INTERVIEW

Shortlisted candidates, will initially be pre-screened by the HR department to assess suitability prior to being invited to an interview. The standards of interviewing at the Arbor School are as follows:

- Interviews will always be in-person. If the candidate is based out of the country or if the situation prevents having an in-person interview, then a video conference should be arranged where possible, and as a last resort, a telephone conversation.
- Interviews will be conducted by a minimum of two persons: one being the Line Manager and the other a Senior Leadership Team member. Suitability of all academic staff candidates will be ascertained through a supplementary lesson observation / demonstration, where possible. Depending on the nature of the role, a follow-up interview maybe be scheduled with the Principal.
- Candidates will be required to account for any gaps or discrepancies in their employment history – the reasons should be recorded in writing on the *Interview Form*.

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3. EMPLOYMENT OFFER, REFERENCES AND CONTRACT

3.1. INTERNAL OFFER

The Offer of Employment highlights the compensation and benefits being extended for the position alongside the pre-conditions that need to be fulfilled by the candidate upon acceptance of the offer. The Offer of Employment can be rescinded by the School in the event of the candidate not being able to successfully fulfil the pre-conditions. The key pre-conditions are:

- Proof of identity documents.
- Receipt of successful written and verbal references as outlined in 3.2.
- Submission of satisfactory police clearances as outlined below:

From the candidate's home country (not older than a year). *If the time between the offer and the joining date is short and the candidate is unable to provide the home country police clearance before joining, they will have three months from the joining date to provide it. This will be noted in the Safer Recruitment Risk Assessment as defined in 3.3.*

- From the candidate's *current* country of residence (not older than three months). UAE police clearance is required from candidates if they have lived in the country for more than three months.
- From the countries the candidate lived in during the past five years.
- Criminal Declaration Form
- Evidence of qualifications and certifications required for the role; these should be attested by relevant authorities.
- Eligibility to work in the United Arab Emirates and the School.
- Passing of Medical Fitness Tests.
- Employees recruited directly from countries where there is a standardised process for obtaining criminal clearance must do so prior to joining. The countries included in this are the United Kingdom, Ireland, United States of America, Canada, New Zealand, Australia, and South Africa.

3.2. REFERENCES AND VERIFICATION

Post acceptance of an offer, references for the selected candidate will be sought using the school's *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.
- 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. 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 are not acceptable. Referees must submit references using a professional / work email address unless they are no longer employed.

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- 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.
- For all roles, relevant Senior Leadership Team (SLT) members will verbally verify the current / most recent reference using the *School Verbal Reference Form*.

3.3. SAFER RECRUITMENT RISK ASSESSMENT

A Safer Recruitment Risk Assessment form is used to record potential risks during the recruitment process, ensuring that all candidates meet safety and safeguarding standards. It identifies any gaps or concerns, such as missing documentation, and outlines actions to mitigate risks before final hiring decisions are made. This form must be prepared by the HR department and countersigned by the School Principal and the Designated Safeguarding Lead (“the DSL”).

3.4 MINISTRY OF HUMAN RESOURCES AND EMIRATISATION (“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, an Employment Visa will be sent to the candidate along with a one-way airline ticket to the UAE. The medical fitness tests will be carried out after submission of the signed MOHRE offer and can be completed only when the candidate is in the country.

3.4. VISAS, MOHRE AND INTERNAL CONTRACTS

Upon successfully fulfilling the pre-conditions:

- The School will proceed with sponsoring the candidate’s UAE residence visa unless requested otherwise. The School will also sponsor the UAE residence visas for the candidate’s dependants if it is indicated as a benefit in the Internal Offer.
- The MOHRE & Internal Contracts will be issued; this process will be completed within 6 weeks of employment.

4. INDUCTION

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

- Introductions to key staff members and explanation of their roles within the school
- Brief presentation on HR operations covering information regarding visa processes, accommodation, teacher licensing etc.
- Introduction to the customs and traditions of the UAE that is followed by a Cultural Trip

Recruits will also have to:

- Undertake a mandatory in-house Safeguarding & Child Protection Training given by the DSL prior to working with Students and obtaining a Staff Lanyard.
- Read and acknowledge the School’s *“Safeguarding Declaration”*.
- Read and acknowledge understanding of essential School policies and procedures

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- Attend other trainings depending on their role within the School and as per the directives of the School’s regulatory bodies

5. PROBATION

All School staff will be subjected to a *six-month* probationary period following which Line Managers will be required to evaluate and establish suitability of the employee’s appointment for the role. Evaluation will be assessed using the *Probation Evaluation Form*.

6. EMPLOYEE FILE

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

- Application Form
- References
- Proof of identification
- Proof of academic qualifications and certifications
- Police clearances
- Employment offer and contract (Internal & MOHRE)
- Medical fitness results

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

7. CONTRACTORS, OUTSOURCED STAFF AND VOLUNTEERS

All contractors, outsourced staff and volunteers should complete the same verification checks as School employees. They will also be required to fill and sign the *Criminal Declaration Form*. A central record containing details of all Contractors, Outsourced Staff and Volunteers will be maintained by the Operations Department.

8. SINGLE CENTRAL RECORD OF RECRUITMENT

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

9. QUALITY CONTROL

The DSL is responsible for conducting an annual audit (by end of November). This includes a review of at least 15% of employee files, chosen at random, **and** the files of all new employees, starting that Academic Year. An Audit report should be shared with the Principal, Chief Executive Officer, Director of Education, and the HR department.

10. DOCUMENT RETENTION

The School will retain all relevant documentation for the successful candidate within their physical and electronic employee file; upon separation, physical documentation will be retained for 18

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months and electronic file will be retained indefinitely Unsuccessful candidate applications will be retained for a period of 12 months and thereafter destroyed confidentially.

ABBREVIATIONS AND DEFINITIONS

Abbreviation / Term	Description / Definition
MOHRE	Ministry of Human Resources and Emiratization
HR	Human Resources
Academic Year	September 1 st to August 31 st
DSL	Designated Safeguarding Lead