



The Oxford School, Dubai

مدرسة أكسفورد ، دبي

RECRUITMENT POLICY

Our Mission Statement

The Board of Directors and Principal of TOS are committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people.

We are also committed to providing a supportive and flexible working environment to all our members of staff. We recognise that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of our Safer Recruitment policy are to:

- Comply with all relevant recommendations and guidance, including the recommendations of the KHDA in “Keeping Children Safe in Education and “Working together to Safeguard Children.
- Safeguard and promote the welfare of children by carrying out all necessary pre-employment checks.
- Deter prospective candidates who are unsuitable to work with children.
- Identify and reject applicants who are unsuitable to work with children.
- Give clarity to all those applying for posts so that the academy can recruit the best possible staff based on their merits, abilities and suitability for the position.
- Support our Equal Opportunities policy by ensuring that all job applicants are considered equitably and consistently, so that no applicant is mistreated on any grounds, including race, colour, nationality, ethnic or national origin, religious belief, sex or sexual orientation, marital status, disability or age.

Members of the Senior Leadership Team (SLT) & HRBP involved in the recruitment and selection of staff are responsible for complying with the provisions of this policy.

At TOS, we will provide a caring, supportive environment where all learners can achieve. We will promote high standards in all areas, through a creative, exciting, challenging curriculum and opportunities, which meet the needs of all. We will guide and support pupils to make good choices and to develop the skills and attitudes that will prepare them for adult life.

Through engagement with local, national and worldwide communities and issues, our pupils will learn to become responsible 21st-century citizens. We will take pride in all that we do and celebrate both success and effort.

Our Vision is to recruit and appoint staff members who abide by the following:

We will provide a wide range of exciting and challenging experiences which enable our pupils to become effective, independent learners and to prepare them for adult life.



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We will promote responsible citizenship, built on respect for ourselves and others, through active links with the local and broader community.

We will promote high standards of physical, emotional and mental health and well-being among our school community.

We will promote UAE cultural values through an ethos of love, respect, acceptance and a strong moral code.

At TOS we will aim to:

- Promote equality of opportunity between Gift & Talented child and other students.
- Eliminate discrimination that is unlawful under the Act.
- Eliminate harassment of SEND children that is related to their disabilities.
- Promote positive attitudes towards disabled people.
- Encourage participation by disabled persons in public life.
- Take steps to account of SEND students protection and student welfare

1. INTRODUCTION

1.1 This policy has been developed to embed safer recruitment practices and procedures throughout **TOS** and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with the guidance outlined in 'Safeguarding Children and Safer Recruitment in Education-' and Dealing with allegations of abuse against teachers and other staff.

1.2 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people



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1.3 **We are** committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the school's safeguarding protection procedures and practices.

1.4 As an employer, we are under a duty to refer any allegation of abuse against a member of staff to the HRBP within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

1.5 As an employer we are committed to taking strict disciplinary actions, against any member of staff who, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

1.6 The HRBP will check for updated, relevant information about staff each term.

2. ROLES and RESPONSIBILITIES

2.1 The Governing Body of the school will:

- ensure the school has adequate policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers following the Department for Education guidance and legal requirements.
- monitor the school's compliance with them.
- ensure that appropriate staff and governors have completed safer recruitment training.

2.2 The School Principal will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance.
- ensure that all appropriate checks have been carried out on staff and volunteers in the school.
- promote the safety and well-being of children and young people at every stage of this process.

3. INVITING APPLICATIONS

3.1 All advertisements for posts of regulated activity, paid or unpaid, will consider safeguarding children and young people.

3.2. All applicants will be notified on the following when applying for a post:

- A statement of the school's commitment to ensuring the safety and well-being of the pupils.
- Job description and person specification
- The school's Safeguarding Policy.
- The school's Safer Recruitment Policy.



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- The selection procedure for the post.
- An application form.

3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

3.4. Candidates submitting an application form completed online will be asked to sign the form if called for an interview.

3.5 A curriculum vitae to be submitted along with a completed application form.

4. IDENTIFICATION OF THE RECRUITMENT PANEL:

4.1 At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

5. SHORT-LISTING AND REFERENCES:

5.1 Candidates will be short-listed against the selection criteria for the post.

5.2 Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.

5.3 References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

5.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

5.5 Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- The candidate's suitability for the post.

5.6 Reference requests will include the following:

- Applicants current post and salary
- Sickness record



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- Attendance record
- Disciplinary record

5.7 All appointments are subject to satisfactory references,

6. INVITATION TO INTERVIEW

6.1 Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

7. THE SELECTION PROCESS

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

7.2 Interviews will always be face-to-face or virtual interview over zoom or Teams. In the case of a teacher, there will be a demo lesson organised by mutual agreement.

7.3 Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Demonstrate their ability to safeguard and protect the welfare of children and young people.

8. EMPLOYMENT CHECKS

8.1 An offer of appointment will be conditional, and all successful candidates will be required to:

- Provide proof of identity
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in UAE

8.2 All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's MograSIS ERP system
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received



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8.3 Employment will commence subject to all checks and procedures being satisfactorily completed.

- If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:
 - ✓ the agreement of a mutually acceptable start date and the signing of a contract incorporating the school's standard terms and conditions of employment
 - ✓ the receipt of two references (one of which must be from the applicant's most recent employer)
 - ✓ A character certificate from the local police station is to be submitted before the completion of probation.

If the above conditions are satisfied and the offer is accepted, then the applicant will be issued with a contract of employment as per the labour law of UAE as confirmation of employment

All appointments are subject to a three months probationary period which is extendable up to a maximum of six months. During the probation period, both the employer and the employee has the right to terminate the employment contract in terms of mutual understanding.

9.0 Retention and security of disclosure information

In particular, the school will store disclosure information and other confidential documents in locked, non-portable storage containers, access to which will be restricted to members of the school's senior management team.

9.1 Retention of records

If an applicant is appointed, the school will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant requests the school explicitly to keep their details on file.

10. INDUCTION

10.1 All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices as part of their induction training.

10.2 All successful candidates will undergo a period of monitoring and will:



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- Meet regularly with their Mentor
- Meet regularly with their Reporting manager
- Attend any appropriate training

11.0 SUPPORT STAFF & BUS SUPERVISORS:

TOS will require that all necessary checks and requirements have been satisfactorily completed for support staff & bus supervisors' selection & appointment.

12.0 ESCALATION:

level	point of escalation
1 st level	HRBP
2 nd level	School Principal
3 rd level	Group HR Manager
4 th level	BOD

The Senior Management Team reviewed this policy. It will be next reviewed in August 2021.