مدرسة بيس سبرينق فيلد انترناشونال ذ.م.م

PACE SPRINGFIELD INTERNATIONAL SCHOOL L.L.C

# SAFER RECRUITMENT POLICY 2026-2027

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pacespringfieldinternationalschool

## INTRODUCTION

PACE Springfield International School is committed to safeguarding and promoting the welfare of all learners in its care.

As an employer, the school expects all staff and volunteers to share this commitment. This policy includes definitions of and the guidelines related to safer recruitment of staff.

## POLICY

PACE Springfield International British School is dedicated to ensuring the safety and well-being of its students and staff. We anticipate and demand that all PSIS members share this commitment. We shall guarantee that our hiring policies and procedures support the creation and maintenance of an environment in which children and people are safe and able to maximize their learning potential. Our rules and practices will aid in the recruitment, retention, deployment, and development of competent, well-motivated individuals who are well-suited to and satisfied in their jobs. The first step in ensuring the safety and well-being of our students is to ensure that we recruit and select employees, workers, and volunteers in accordance with the best practices for safer recruitment. However, we recognize that this is only one aspect of securing a safe environment for children and people. This policy is designed to bring together in one document the link to all the different strands of our practice that promotes safer recruitment.

## SAFER RECRUITMENT

Safer recruiting is a series of procedures designed to ensure that our employees are qualified to work with children. It's an important aspect of building a safe and happy atmosphere for children and making a commitment to keep them safe.

Safer recruitment will be a continuous process of improvement for our school's employees and services that have contact with children.

A safer recruitment policy statement is an essential component of our overall safeguarding policies and procedures. It outlines our organization's commitment to hiring staff who are qualified to work with children.

It sends a clear message to staff and potential applicants that the safety and welfare of children is a top priority for our organization.

## SCOPE

This policy applies to all PSIS l employees and anyone else who undertakes work of any kind on our school premises.

## POLICIES FOLLOWED

Our safer recruitment policy statement includes our organization's commitments:

- Safeguarding and protecting our students and employees by implementing robust safer recruitment practices
- Identifying and rejecting applicants who are unsuitable to work with children
- Responding to concerns about the suitability of our applicants during the recruitment process
- Responding to concerns about the suitability of our employees once they have begun their role
- Ensuring all our new staff participate in an induction which includes child protection
- A list of the supporting procedures that accompany the policy
- The date the policy comes into force and then we will review it.

## PLANNED AND STRUCTURED APPROACH

- Minimize the risk of appointing someone unsuitable
- Ensure you select the right person for the role
- Make sure the process is fair
- Make sure there are records of the process for future reference.

## PROCEDURE

- Checking identity
- References
- Define the role.
- Advertising the role
- Criminal records checks
- Enhanced with barred list checks

## CHECKING IDENTITY

Check each candidate's identity during the recruitment process. The first opportunity to do this is usually when the candidate attends an assessment day and interview.

## REFERENCES

- A reference should provide you with all the information you've asked for and the responses should be clear and direct.
- If a reference expresses concerns, is incomplete or vague, contact the referee directly to address these issues. Keep a written record of any telephone conversations.
- If the issue is significant, ask the referee for further details in writing.
- You should not consider information about unsubstantiated concerns or allegations that have been proven to be false when deciding whether to interview or employ a candidate.
- You should ask applicants to provide the details of at least two referees and check references as part of your vetting checks.
- It's a good idea to give candidates an overview of the questions you'll be asking referees, so the candidate can consent to this information being provided. Make sure you ask about the candidate's suitability to work with children and young people.
- It's best practice to use a standard reference form for all roles, to make sure you get all the information you need.

## VERIFYING REFERENCE

References can help you make an informed decision about an applicant's suitability to work or volunteer with children.

## ASK REFEREES ABOUT THE CANDIDATES:

- suitability and ability to work with children and young people
- knowledge and understanding of child protection and safeguarding.

Make sure the information provided in the reference is consistent with the information provided by the candidate in their application form and interview. Follow up any discrepancies, concerns, or vague statements.

## DEFINE THE ROLE

For any role working with children and young people, both the role description and the person specification should highlight the safeguarding responsibilities.

## ADVERTISING THE ROLE

The advertisement is your first opportunity to send out a clear safeguarding message. Every advert for a role that includes work with children should include a statement about your commitment to keeping children safe.

If the role requires a criminal records check, this should be included in the advert.

You should advertise all vacancies to attract a wide selection of applicants – whether the role is for paid staff or a volunteer.

## CRIMINAL RECORDS CHECKS

Criminal records checks enable you to ensure that people aged 16 or over have nothing on their record that makes them unsuitable to work or volunteer in roles that have contact with children.

Each nation in the UK uses a different criminal record check process, but they are all aligned and recognize each other's decisions. A person who is barred from working with children in one nation will be barred across the UK and will not be accepted in UAE school.

Depending on the size of your organization and what kind of criminal records check you need, you can either apply directly or use an umbrella body. More information about how to apply for different kinds of check is available from each criminal records agency.

- England and Wales: The Disclosure and Barring Service (DBS) helps employers and voluntary organizations in England and Wales make safer recruitment decisions.
- Northern Ireland: Accessing provides disclosure information and the DBS carries out barring procedures for Northern Ireland.
- Scotland: Disclosure Scotland carries out criminal record checks and manages the Protecting Vulnerable Groups (PVG) scheme.

## ENHANCED WITH BARRED LIST CHECKS

There are different types of criminal record checks depending on the nature of the work being carried out.

- In England, Northern Ireland and Wales, if someone is doing "regulated activity" they need to undergo an "enhanced with barred list check".
- This provides information about adult convictions and cautions recorded on the Police National Computer (PNC) that are not 'protected'; information about whether the person has been barred from working with children; and any other relevant information that the police feel ought to be disclosed.
- In Scotland, if someone is doing "regulated work" they need to undergo a Protecting Vulnerable Groups (PVG) check.

## A criminal records check is only valid on the date stated on the certificate but:

- in England and Wales, individuals who have a new DBS check can subscribe to the update service, which means they can keep their certificate up to date and take it with them to a new employer
- in Scotland, people joining the Protecting Vulnerable Groups (PVG) scheme will have their suitability to work with children checked regularly for five years.

## FRAMEWORK OF STAFF APPOINTMENT

PACE Springfield International School, in line with the local and international best practices to ensure a healthy and safe learning environment for all students and school community members will, when appointing staff, take account of the guidance issued by PACE Group and the international recruitment guidelines and regulations for safer recruitment shall implement the following safeguards:

- Ensuring that documentation sent out to potential candidates makes it clear that safeguarding is a high priority of the school and that rigorous checks will be made of any candidate before appointments are confirmed.
- Ensure that an application form is submitted which includes their employment history and explains any gaps in that history.
- Ensure that a reference as to the suitability of a candidate to work with children will always be obtained from the last employer.
- Ensure that staff already living in the UAE will be asked to supply a certificate of good conduct or similar from the Police. Staff and volunteers who have recently moved to the UAE will be asked to produce a certificate of good conduct/police check (or national equivalent) from the authorities representing the countries from which they have recently moved.
- Request at interview an account of any gaps in their interviewee's career/employment history.
- Request an up to date/recent (within the same calendar year) International Child Protection Certificate ICPC check from all candidates from UK or those who have lived in the UK.
- Ensure that applicants provide evidence of identity and attested qualifications from the awarding body or a written confirmation if the applicant is awaiting qualifications.
- Ensure that all staff will complete mandatory 'Edu Care' Safeguarding Training.
- If offered employment, provide evidence of their right to work in the UAE.
- Be interviewed by a panel of at least two school leaders, if shortlisted.
- One or more Interview panel members of the school will have successfully completed training in Safer Recruitment
- Ask at least one question at an interview for every role in school about the candidate's attitude to
- safeguarding and motivation for working with children.
- Verify the preferred candidate's mental and physical fitness to carry out their work
- responsibilities.

PACE Springfield International School will ensure that every job description and personal specification for roles in school includes a description of the role holder's responsibility for safeguarding.

All new members of staff and volunteers will undergo an induction that includes familiarization with

the school's Child Protection and Safeguarding Policy and Staff Behavior Policy (Code of Conduct).

Trainee teachers will be checked either by the school or by the training provider, from whom written confirmation will be obtained. The school will maintain a single central record of recruitment checks undertaken and ensure that the record is maintained.

## VOLUTEERS

Volunteers will undergo checks commensurate with their work in the school and contact with pupils. Under no circumstances will a volunteer who has not been appropriately checked be left unsupervised or be allowed to engage in regulated activity.

## VOLUNTEERS SUPERVISED

Volunteers who work only in a supervised capacity and are not in regulated activity will undergo the safer recruitment checks appropriate to their role.

## SHADOW TEACHERS

Shadow teachers hired by parents. Once all necessary checks have been made, they can begin employment.

Signature of Principal:
Last amended: August 2026
Policy Review Date: September 2027

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