Safer Recruitment Policy

Created by:	John McGrath
Reviewed by:	Edward Cooper
Updated:	January 2026

1. Policy Statement

This policy sets out the school's commitment to safeguarding and promoting the welfare of children and young people, and to ensuring that all staff and volunteers share this commitment. Our recruitment processes are designed to deter, identify, and reject applicants who may pose a risk to children.

2. Scope

This policy applies to all appointments at the school, including teaching, support, administrative, and leadership roles, as well as volunteers and contractors who work directly with students.

3. Key Principles

- Ensuring all staff and volunteers are recruited safely and in line with UK statutory guidance, particularly *Keeping Children Safe in Education* (KCSIE), and Kuwaiti 'right to work' regulations.

- Promoting equality of opportunity and eliminating unlawful discrimination in all recruitment processes.

- Maintaining a vigilant approach throughout recruitment and employment, including ongoing checks and monitoring.

4. Recruitment Process Overview

Our recruitment process incorporates the following stages, aligned with safer recruitment best practices:

5. Planning and Advertising

- All roles are reviewed and approved with up-to-date job descriptions and person specifications, clearly stating the responsibility for safeguarding.

- Posts are advertised on reputable platforms (e.g. TES, Guardian, Teachaway, Search Associates), including a safeguarding statement and the requirement for enhanced background checks.

6. Application Process

- All applicants must complete a standard application form with a full employment history, including explanations for any gaps.

Gulf English School

- **Curriculum Vitae (CV) will only be accepted in addition to the official application form.**

- **Details of two professional referees including from the most recent employer must be provided.**

7. Shortlisting

- **Shortlisting is conducted by trained staff, including at least one person who has completed Safer Recruitment Training.**

- **Applications are reviewed against criteria with careful consideration of any inconsistencies or unexplained employment gaps.**

8. Interviews

- **Structured interviews are conducted by a panel including at least one member of the Senior Leadership Team (SLT) trained in Safer Recruitment.**

- **Interviews include safeguarding and child protection questions and are scored using a standardized format.**

- **A record of interview notes and decisions is kept securely. Interviews may be recorded to ensure a consistent approach.**

9. Pre-Employment Checks

All offers of employment are conditional pending completion of the following checks:

- **Identity Verification (passport copy)**

- **Police Clearance / Criminal Record Check (DBS or ICPC or equivalent)**

- **Prohibition from Teaching Check (including Section 128 for leadership roles) for UK-experienced staff**

- **Social Media/Online Checks to assess public conduct**

- **References: minimum of two, including current / most recent employer (line manager), with specific reference to safeguarding**

- **Verification of Qualifications (teaching certificates, degree transcripts, etc.)**

- **Right to Work/Visa clearance for Kuwait***

- **Medical Fitness to Work**

*The school's Safer Recruitment procedures support those of the Kuwaiti authorities including for school staff the provision of original, attested police clearance and qualifications to initiate the Civil ID (residency and right to work) process. These must be provided as part of the initial work permit entry to Kuwait.

10. Sub-contracted staff

The school sub-contracts a number of staff (e.g. cleaners, bus drivers and security guards). The school obtains confirmation from the agencies of all relevant background checks. The school also provides safeguarding training for these staff.

11. Conditional Offer and Onboarding

- **Candidates receive a conditional offer and mobilization guidelines.**

- **Attestation of documents and No Objection Certificate (NOC) are initiated.**

- **Candidates are entered into the Single Central Record (SCR) prior to induction.**

12. Induction and Probation

- **All new hires complete a school-based induction that includes safeguarding training.**

- **A 100-day probationary period includes regular formal evaluations through the New Hire Evaluation process, including a focus on Safeguarding.**

13. Training

·   **All staff involved in the recruitment process and access to the SCR are required to undertake annual Safer Recruitment Training.**

·   **All staff (academic and admin) receive regular Child Protection & Safeguarding training in-house and certificated.**

·   **All staff are provided with access to the school policies including Safeguarding / Child Protection.**

14. Record Keeping and Monitoring

- A comprehensive Single Central Record (SCR) is maintained and regularly audited.

- Recruitment records, including interview notes and references, are stored securely for a minimum of six months.

15. Review of Policy

This policy will be reviewed annually or earlier if necessary due to changes in legislation, statutory guidance, or best practice recommendations.