

## **Recruitment Policy**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Pristine Private School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

### **Aims and Objectives**

The aim of the Recruitment Policy is to help deter, reject or identify people who might be of risk to pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aim of the School's recruitment policy are as follows:

- To ensure that the best possible staff are recruited based on their merits, abilities and suitability of the position;
- To ensure that all job applicants are considered equally and consistently;
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, religion or religious belief, disability or age;
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provision of this policy.

The school will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner.

If a member of staff involved in the recruitment process has a close personal or familiar relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision making process.

The school aims to operate this procedure consistently and thoroughly while obtaining, collating, analyzing and evaluating information from and about applicants applying for job vacancies at Pristine Private School.

### **Roles and Responsibilities:**

It is the responsibility of the governing body to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers.
- Monitor the school's compliance with them.

It is the responsibility of the Principal and Senior Leaders involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.
- Promote welfare of children and young people at every stage of the procedure.

The governing body has delegated responsibility to the Principal and Senior Leaders to lead in all appointments. School governors may be involved in staff appointments, but the final decision will rest with the Principal and Senior Leaders.

### **Recruitment and Selection Procedure:**

#### **Advertising**

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the policies of the school.

#### **Application Forms**

Pristine Private School uses its own application form and all applicants for employments will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

#### **Interviews**

There are a minimum of two rounds of face-to-face interviews. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications.

### **References**

Pre-employment Reference checks for short-listed applicants are carried out by the Human Resource Department.

Once the Principal and Senior Leader Team is satisfied with the applicant and all reference checks are completed to the satisfaction of the Principal and Senior Leader Team an offer letter is made to the applicant.

### **Offer of Appointment and new Employee Process**

The school carries out a number of pre-employment checks in respect of all prospective employees.

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 contract incorporating the School's standard terms and condition of employment;
- Verification of the applicant's identity (if not previously been verified);
- The receipt of one reference (one of which must be from the applicant's most recent employer) which the school considers to be satisfactory;
- Verification of the applicant's medical fitness for the role;
- Verification of the applicant's right to work in the UAE.
- Any further checks which are necessary as a result of the applicant having lived or worked outside the UAE; and
- Verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where not previously verified).

### **Medical Fitness:**

The applicant is required to provide a medical fitness report once appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

### **Induction Programme:**

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including Child Protection Policy, Code of Conduct Policy and make clear the expectations which will govern how staff carry out their roles and responsibilities.

### **Single Centralised Register of Members of Staff**

- All employees who are employed to work at the school;
- All others who have been chosen by the school to work in regular contact with children.

### **Visitors**

All Visitors will be subject to the School's usual visitors signing in protocol (courier companies, packers and movers, contractors and all service providers). This will include signing in and out at the security office, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments. The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School.

### **Volunteers**

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

<b>Policy Details</b>	<b>Recruitment Policy</b>
<b>Version Date</b>	<b>September 2018</b>