BRIGHTON COLLEGE ABU DHABI

Safer Recruitment Policy

Date
October 2026

Version 5

1. Policy Statement

This policy includes definitions and or the guidelines related to safer recruitment of staff. It is not intended that parent volunteers helping with library, reading, costumes for school productions or other enrichment support are checked. This is because Parent/Volunteer helpers are never alone with children.

References to Brighton College Abu Dhabi should be read as Pupils in the Primary phase andPupils in the Secondary phase of the school and are interchangeable.

2. Purpose

This policy sets out the minimum criteria for checking background of all school employees. The school's policy for the screening of new employees and volunteers complies with the following pieces of legislation and guidelines:

- 'Keeping Children Safe in Education', (KCSIE), DfE, 2023
- Protection of Children Act, 1999
- Criminal Justice and Court Services Act, 2000
- The Safeguarding of Vulnerable Groups Act, 2006
- The Teachers' Disciplinary (England) Regulations 2012 This policy is an essential element in creating and maintaining a safe and supportive environment for all students, 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.

3. Policy in Practice

- Statutory background checks and references are conducted for every employee at the college who works across the different departments / schools .
- Where employees will be working with children, a record of disclosure of criminal history will be required via a police clearance certificate and an annual self declaration is also filed.

- Employees that are recruited directly from countries where there is a standardized process for obtaining criminal clearance must do so prior to joiningBrighton College Abu Dhabi. This includes the UK, Ireland, USA, Canada, New Zealand,Australia and South Africa.
- A Police Clearance Certificate (General Category) is required.
- Criminal clearances provided must be less than 3 years old or equal to Abu Dhabi Government requirements.
- Advertising of posts will include the following statement: "Brighton College Abu Dhabi is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to the successful completion of pre-employment checks, including an enhanced police check, the receipt of satisfactory references, the College's pre-employment medical questionnaire, relevant original ID documentation and examination certificates. Online searches may be done for prospective candidates as per our safer recruitment policy."
- At least one member of the Senior Leadership Team responsible for making offers of employment will have successfully completed training in Safer Recruitment annually.

4. Recruitment Process, Selection and Procedures

The following procedures will be used in the recruitment and selection process of any staff member:

- All prospective employees are required to submit a completed Brighton College Abu Dhabi application form, a copy of their full curriculum vitae and a covering letter.
- These will be checked initially by the HR Manager for ADEK Compliance and also for any gaps or discrepancies which will be followed up.
- Following this initial check, a member of the SLT will review the application.
- The application form and accompanying submissions will be kept on file along with the required original copies of relevant attested qualifications in order to meet the requirements of Abu Dhabi Education and Knowledge (ADEK). This can be done once an offer of appointment has been made.
- All prospective employees are required to have a reference check and must have at least two references, one being from their last Line Manager, Senior Leader or Principal or in the case of non-educational staff, the person's current or most recent employer. References from private emails are accepted after verification call to the organization the employee worked , this is then recorded and signed off by the person who makes the call for verification from HR. One of the references are always verified telephonically by HR irrespective of official / private email .
- All prospective shortlisted candidates should be informed that online searches may

be done as part of their pre-recruitment checks.

- The school does not accept open references. Formal, written references will be sought directly from the referees.
- Once received, at least one reference will be authenticated by the HR Manager, the Head Master or their appointed deputy, by a phone call to the supplier of the reference, who may also be asked to clarify any anomalies or discrepancies.
- Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies.
- Among other things, referees will be asked specific questions about the following: (i) the candidate's suitability to work with children and young people; (ii) any substantiated allegations; (iii) any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people; (iv) the candidate's suitability for the post.
- Wherever possible, references will be requested in advance of interview. All references will be kept on file.
- Whilst, the School asks all new employees to endeavor to provide evidence of police checks from every country in which they have worked and completed their teacher training, it is recognised that the international nature of the U.A.E. means that the School attracts applications from a range of countries around the world, many of whom do not have developed safeguarding and vetting procedures. Thus, it is not always possible to document a full career of police checks. However, candidates working outside the UK at the time of application are required to get a local police check (e.g. A UAE Police Check for those previously working in Abu Dhabi). These are valid for 3 months only. Police checks are requested in English
- All initial contracts are subject to a satisfactory outcome of the Disclosure and Barring Service checks where possible
- Where there is a break in employment of more than three months for a member of staff, a new Enhanced DBS or other Police check will be sought.
- The College uses the services of COBIS to ensure further checks are done for staff who are registered with the Teaching Regulation Agency in England and Wales or have had teaching experience in England and Wales. The checks are also included on the Single Central Register.

  This is a safer recruitment check on teachers and managers covering the following 4 areas.

  1) Prohibition from Teaching, including teachers and others; this list contains all people who have a disciplinary sanction prohibiting them from working in the teaching profession.

  2) Section 128: this list contains the names of individuals who have been barred from taking part in the management of any independent school (including academies and free schools), under the terms of a direction made by the Secretary of State for Education.

  3) GTCE sanctions: this list contains the details of teachers who are still subject to disciplinary sanctions from the GTCE.

4) Failed induction or probation period: this list contains all teachers or people who have failed their induction or probation period.

- The procedures set out above will not normally be necessary for: (i) visitors to the school, who have no unsupervised contact with pupils; (ii) building or other contractors provided they have no unsupervised contact with students; (iii) volunteers or parents who only accompany staff at specific events or one-off trips (excluding overnight stays); (iv) those on the school site only
- when students are notpresent. All visitors and contractors sign in and are given an ID badge and are fully supervised at all times as appropriate.
- The third party contractors hired for school are allowed to join only after verification of ID's , submission of a valid police clearance ,ADEK approval and mandatory trainings.

5. Single Central Register

- In line with this policy a Single Central Register of pre-employment vetting checks are to be maintained and kept up to date by the HR Department.
- The SCR will indicate whether or not the pre-employment checks have been completed and further information on the different types of checks. It shall also indicate who undertook the check.
- The SCR will record all employees who are employed by the school, including casual employees, supply employees whether employed directly or through a third-party.
- If necessary to commence early employment, while any checks/documents are pending, a Risk assessment will be filed and they will not be assigned any duties without direct supervision. Risk assessments will be duly signed by the HR Manager, Line Manager of staff member, Designated Safe guarding Lead and Head Master.

6.Roles and Responsibilities

The Governing Body of the school will:

- Ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with guidance and legal requirements
- Monitor the school's compliance with them.

The Head Master will:

- Ensure that the school operates safe and fair recruitment and selection procedures
- Ensure that these are regularly reviewed and updated to reflect any changes to legislation, international best practice and statutory guidance
- Ensure that all appropriate checks have been carried out on staff and volunteers in the school
- Monitor any contractors and agencies compliance with this document
- Promote the safety and wellbeing of children and young people at every stage of this

process
- Ensure that all staff receive appropriate safeguarding training

The HR Manager will:
- Ensure the diligent implementation of this policy and follow best practice
- Ensure strong networking links with other Abu Dhabi schools to keep abreast of latest guidance and training.

7. Monitoring and Review

This policy is to be reviewed and checked annually by the Head Master.

8. Approved by

Head Master on behalf of the College:

On behalf of the Governors:

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Updated	Helen Wilkinson	Sept 2022
2.0	Change from Head Mistress to Head Master	Ann Cherian	Oct 2023
3.0	Updated Recruitment Process and added SCR Tab	Ann Cherian	Feb 2025
4.0	HR Review	Ann Cherian	Sept 2026
5.0	Mandatory pre-employment checks for all staff, including identity, right to work, medical fitness, police clearance, qualifications and references included. Procedures for verifying and completing recruitment checks before employment included. How recruitment checks are recorded, securely stored and monitored through the Single Central Register (SCR) added. Safeguarding and recruitment checks required for contracted and third-party staff added.	Ann Cherian	Oct 2026

	Alignment with BSO Standards 18(2)(a–d).		

Brighton College Abu Dhabi Policies and Guidelines

Policy Statement

Brighton College Abu Dhabi policies have been developed by the College Leadership Team (CLT) with input and guidance from the Brighton College network, including Brighton College UK.

Policies reflect current best practice.
At the time of writing, policies aligned with the following:

- ADEK Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- The College's Development Plan written for ADEK approval
- Standards for British Schools Overseas (DfE)
- COBIS Accreditation and Compliance
- Bloom Education and Bloom Holding policies where applicable.

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

Policy Structure

Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified.

Policy Development

Policies will continue to be developed as strategic priorities are set.