



مدرسة الإبداع
العلمي الدولية
INTERNATIONAL SCHOOL
OF CREATIVE SCIENCE

SAFER RECRUITMENT POLICY

Safer Recruitment Policy

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Introduction

The International School of Creative Science (ISCS NAS) recognises that safeguarding children is a fundamental duty of every adult in the school community. Safer recruitment is central to fulfilling that duty and is embedded in every stage of our recruitment and selection processes.

This policy sets out how ISCS NAS will recruit, appoint, and induct staff in a way that protects children and young people from harm. It aligns with:

- the requirements of the Knowledge and Human Development Authority (KHDA), including the Teacher Recruitment and Mobility Guidelines (2025) and the Technical Guide on Staff Deregistration;
- the regulations of the Ministry of Education (MoE) and UAE Labour Law;
- the standards of the British Schools Overseas (BSO) inspection framework; and
- international best practice as reflected in Keeping Children Safe in Education 2025 (KCSIE).

The policy also reflects the ethos and Barakah culture of ISCS NAS, which emphasise integrity, dignity, fairness and respect. All recruitment decisions are taken with the best interests of children at heart and with respect for the cultural values of Dubai and the United Arab Emirates.

The procedures described in this document apply to the recruitment of all staff — including teachers, leaders, administrators, support staff, peripatetic staff, volunteers and contractors — whether recruited locally or from overseas.

ISCS NAS acknowledges its statutory obligation to keep complete and auditable recruitment records and to cooperate fully with KHDA audits and BSO inspections. The school will regularly review and update this policy whenever KHDA or MoE guidance changes or when new inspection requirements are introduced.

Purpose

To set out a clear, consistent framework for safer recruitment across ISCS NAS, ensuring only candidates who meet suitability, safeguarding, qualification, and good-standing requirements are appointed, and that all due diligence records are complete and auditable.

Policy Statements

The International School of Creative Science (ISCS NAS) is committed to recruiting and appointing staff who share the school's ethos and Barakah culture and who meet the highest standards of professional and personal conduct. Safeguarding the welfare of children is at the heart of every recruitment decision. Our recruitment practices ensure equality regardless of gender, nationality, disability or belief.

In line with the KHDA Teacher Recruitment and Mobility Guidelines (2025), the Technical Guide on Staff Deregistration, the Ministry of Education regulations, British Schools Overseas (BSO) inspection standards, and the guidance of Keeping Children Safe in Education (KCSIE), the school will:

- ensure that all job advertisements and recruitment materials clearly state the school's commitment to safeguarding and safer recruitment;
- require every applicant to provide a full employment history with explanations for any gaps;
- complete all mandatory pre-employment checks, including identity verification, qualifications and professional registration, criminal record checks in all relevant jurisdictions, two professional references, and an online/social media screening;
- check the KHDA Deregistration List before appointment and report to KHDA within 24 hours of any formal warning, dismissal, or resignation linked to safeguarding or misconduct;
- require all staff to sign both the KHDA Code of Conduct and the ISCS Code of Conduct before starting duties;
- ensure no teacher begins work without a valid KHDA Appointment Notice and that mobility procedures, including the 90-day rule and the KHDA Exit Survey, are followed;
- provide all new teachers with KHDA-mandated induction training on safeguarding, health and safety, and working with Students of Determination;
- maintain full, auditable records of recruitment and vetting checks in compliance with KHDA, MoE, and data-protection requirements.

Aims

The aim of this policy is to ensure that the International School of Creative Science (ISCS NAS) has safer recruitment procedures that place the safeguarding and welfare of children and young people at the centre of all recruitment activity.

This policy aims to:

- deter and prevent unsuitable individuals from working with children by applying robust and consistent recruitment checks;
- ensure that recruitment processes are fair, transparent, and free from discrimination or bias;
- comply fully with KHDA Teacher Recruitment and Mobility Guidelines (2025), including the Appointment Notice system, the 90-day mobility rule, and the requirement for departing staff to complete the KHDA Exit Survey before joining another school;
- require all candidates to undergo full pre-employment checks, including identity verification, attested qualifications, professional registration, criminal record checks in all relevant jurisdictions, two verified references, and online or social-media screening;
- ensure that no staff member begins duties without a valid KHDA Appointment Notice and signed KHDA and ISCS Codes of Conduct;

- provide KHDA-mandated induction professional development for all new teachers, including safeguarding, health and safety, the KHDA Code of Conduct, and working with Students of Determination;
- maintain a Single Central Record and complete personnel files containing all evidence of vetting checks, induction training, and signed Codes of Conduct;
- ensure that recruitment practices reflect both local regulatory requirements and international best practice as set out by British Schools Overseas (BSO) inspection standards and by Keeping Children Safe in Education (KCSIE);
- train all staff involved in recruitment in safer-recruitment principles and refresh this training regularly;
- ensure that the Principal, Governing Board, and recruitment panels are accountable for consistently implementing this policy and complying with KHDA reporting requirements, including the 24-hour notification rule for warnings and dismissals.

Roles & Responsibilities

The responsibility for safer recruitment rests with the entire school, with overall accountability held by the Governing Board and the Principal. Recruitment at the International School of Creative Science (ISCS NAS) is carried out transparently, fairly, and consistently, with safeguarding at the centre of every decision.

Governing Board

The Governing Board ensures that the school has a compliant Safer Recruitment Policy and that it reflects KHDA, MoE, BSO, and KCSIE requirements. The Board oversees implementation and holds the Principal accountable for compliance with safer recruitment standards.

Principal

The Principal is responsible for the operational delivery of the policy, ensuring that all appointments meet KHDA Teacher Recruitment and Mobility Guidelines (2025) and the KHDA Technical Guide on Staff Deregistration. The Principal ensures all pre-employment checks are complete, that no one begins duties without a KHDA Appointment Notice, and that KHDA is notified within 24 hours of any warnings, dismissals, or relevant resignations.

Human Resources Team and KHDA Compliance Officer

The HR team manages all vetting checks, including identity, qualifications, police clearances, references, and the Single Central Record. They ensure all records are audit-ready for KHDA and BSO inspection, confirm the signing of the KHDA and ISCS Codes of Conduct, and monitor completion of KHDA-mandated induction training. The KHDA Compliance Officer supports HR in managing Appointment Notices, Exit Surveys, and KHDA notifications.

Recruitment Managers

Recruitment Managers, including Heads of Department and Phase Leaders, assist in shortlisting and interviewing using agreed criteria. They raise safeguarding concerns where necessary and collaborate with HR to ensure documentation is complete.

Designated Safeguarding Lead (DSL)

The DSL provides safeguarding oversight during recruitment, ensuring safeguarding-related questions are included at interview, reviewing references and disclosures, and advising on any safeguarding risks before appointment.

Digital Safeguarding Lead

The Digital Safeguarding Lead ensures that candidates' digital conduct aligns with school expectations, including professional use of technology and social media, and flags any concerns identified during online screening or throughout employment.

Data Protection Lead

The Data Protection Lead ensures that all recruitment evidence, including identity documents, clearances, references, and signed Codes of Conduct, is collected and stored in accordance with the school's Data Protection Policy, with access restricted to authorised staff.

All Staff Involved in Recruitment

All staff participating in recruitment must act with integrity, confidentiality, and fairness, complete safer recruitment training where required, and uphold the school's safeguarding and equality standards.

Applicants

Applicants must provide full and accurate information, including disclosure of any criminal convictions or safeguarding concerns. Failure to disclose relevant information may result in withdrawal of an offer, dismissal, or reporting to KHDA or other authorities.

Procedures

Recruitment at the International School of Creative Science (ISCS NAS) follows a transparent process designed to ensure fairness, safeguarding, and compliance with KHDA Teacher Recruitment and Mobility Guidelines (2025), the KHDA Technical Guide on Staff Deregistration, Ministry of Education requirements, BSO standards, and the principles of Keeping Children Safe in Education (KCSIE).

1. Advertising and Vacancy Management

All job advertisements include a safeguarding statement and specify that safer recruitment checks will be carried out. Positions are advertised only after approval by the Principal and HR and must accurately describe the role and required qualifications.

2. Applications

All candidates must submit the school's application form in full, providing a complete employment history and explaining any gaps. CVs alone are not accepted. Applicants are advised that recruitment checks will include identity, criminal record, reference, qualification, and online/social media screening.

3. Shortlisting

Shortlisting is conducted by at least two members of staff against agreed criteria. Any anomalies or safeguarding concerns in employment history are identified and followed up at this stage. The KHDA Deregistration List is checked before interviews are scheduled.

4. Interviews and Selection

Interviews are conducted by a panel that includes at least one safer-recruitment-trained member. All interviews include questions related to safeguarding and professional values. Where appropriate, candidates may be required to deliver a sample lesson or task to demonstrate competence. Notes are recorded and retained.

5. Pre-employment Checks

Before an appointment is confirmed, the following checks are completed:

- Identity and right-to-work verification
- Attested qualifications and professional registration/licensing where applicable
- Police clearances: UAE (Dubai Police) and, where relevant, home-country and all countries lived in during the last five years, plus any country where the candidate resided for three months or more in the past ten years
- Two professional references, including one from the most recent employer, verified for authenticity and safeguarding comments
- Online and social-media screening
- Confirmation of medical fitness where required
- Check of the KHDA Deregistration List

No staff member may begin duties until all checks are satisfactorily completed and a KHDA Appointment Notice has been issued.

6. Appointment and Induction

Appointments are confirmed in writing only after all checks are complete and KHDA has issued an Appointment Notice. All new staff must sign both the KHDA and ISCS Codes of

Conduct and complete KHDA-mandated induction training on safeguarding, health and safety, and working with Students of Determination before taking on a full teaching load.

7. Record Keeping

All recruitment records, including applications, interview notes, clearances, references, induction certificates, signed Codes of Conduct, and Appointment Notices, are stored securely within personnel files and logged in the school's Single Central Record. Records are retained in compliance with the school's Data Protection Policy and are audit-ready for KHDA, MoE, and BSO inspections.

Recruitment of Overseas Staff and Locally Sourced Staff

The International School of Creative Science (ISCS NAS) recognises that recruitment processes differ for staff recruited from overseas and for those transferring from within the UAE. The same safeguarding standards apply to both pathways, and no staff member may begin duties until all checks are complete and a KHDA Appointment Notice has been issued.

1. Overseas Recruits

Applicants recruited from outside the UAE must:

- provide a valid passport and proof of right to work in the UAE;
- submit attested copies of all relevant academic and professional qualifications, attested by the appropriate UAE Embassy or other authorised body;
- provide police clearance certificates from their country of citizenship and from any country where they have lived for three months or more within the past ten years (or five years if specified by KHDA), including the UAE if previously resident;
- provide two verified professional references, one of which must be from the most recent employer;
- undergo online and social-media screening;
- complete a health and medical fitness declaration in line with UAE visa requirements;
- sign the KHDA and ISCS Codes of Conduct before taking up their post;
- complete KHDA-mandated induction professional development covering safeguarding, health and safety, the KHDA Code of Conduct, and working with Students of Determination before taking on a full teaching load.

A KHDA Appointment Notice will not be activated until all checks, attestations, and visa processes have been satisfactorily completed.

2. Locally Sourced Staff

Applicants already residing in the UAE must:

- provide updated police clearance from Dubai Police (or the relevant emirate) and, if applicable, any other country where they have recently lived for three months or more within the past ten years;
- provide attested qualifications and evidence of professional registration or licensing as required by KHDA or MoE;
- provide two verified professional references, including one from their most recent employer;
- undergo online and social-media screening;
- sign the KHDA and ISCS Codes of Conduct;
- complete KHDA-mandated induction professional development before commencing duties at the new school.

Transfers within the UAE are subject to KHDA's 90-day mobility rule: staff cannot transfer to a new school after 90 days from the start of the academic year unless an exemption is granted by KHDA. In addition, KHDA requires that an Exit Survey is completed by the previous employer before a new Appointment Notice can be issued. The school will also check every applicant against the KHDA Deregistration List prior to making an offer of employment.

3. General Requirements

For both overseas and locally sourced staff, employment offers remain conditional on the completion of all pre-employment checks, the signing of required Codes of Conduct, the successful outcome of KHDA-mandated induction training, and the issuance of a valid KHDA Appointment Notice.

No candidate may begin duties until these requirements have been met.

Employment Offer

All offers of employment made by the International School of Creative Science (ISCS NAS) are conditional and will not be finalised until all safer recruitment checks have been completed to the school's satisfaction.

A conditional offer of employment will be issued in writing following the successful completion of the selection process. The offer will clearly state that it is dependent on:

- satisfactory completion of all pre-employment checks, including identity verification, police clearances from all relevant jurisdictions, attested qualifications, verified references, and online/social media screening;
- confirmation that the applicant is not listed on the KHDA Deregistration List and has no outstanding safeguarding or professional-conduct concerns from previous employment;
- the signing of both the KHDA Code of Conduct and the ISCS Code of Conduct;
- the successful processing and issuance of a valid KHDA Appointment Notice;
- completion of KHDA-mandated induction professional development, including safeguarding and health and safety training.

If any of these conditions are not met, the school reserves the right to withdraw the offer or to terminate the contract. Candidates are reminded that providing false or incomplete information during recruitment is grounds for withdrawing the offer, dismissal, and possible referral to KHDA or other authorities.

Proof of Identity and Right to Work

Before an appointment is confirmed, each candidate must provide:

- a valid passport with at least six months' validity;
- Emirates ID or residence visa, if already resident in the UAE;
- recent passport-sized photographs as required for visa processing;
- attested academic and professional qualification certificates;
- any other documents required by UAE immigration authorities or KHDA.

Identity verification must be completed prior to the issue of a KHDA Appointment Notice. No employee may commence work without their identity and right-to-work status being confirmed.

Personnel File and Records

A full personnel file is maintained for every employee and kept securely by the Human Resources team in accordance with the school's Data Protection Policy. Each file will include, at minimum:

- completed application form and curriculum vitae;
- copies of all identity documents and proof of right to work;
- attested qualification and professional registration certificates;
- police clearance certificates from all relevant jurisdictions;
- two verified professional references;
- signed KHDA Code of Conduct and ISCS Code of Conduct;
- KHDA Appointment Notice and, where applicable, records of any KHDA Exit Survey;
- records of KHDA-mandated induction professional development;
- confirmation of completion of safeguarding and health and safety training;
- notes from interviews and any risk assessments or additional checks undertaken.

Personnel files are held securely and are accessible only to authorised staff. All entries are also logged on the school's Single Central Record (SCR) for auditing purposes. Records are retained in line with KHDA, MoE, and BSO requirements and may be reviewed during inspections or audits.

Single Central Record

The International School of Creative Science (ISCS NAS) maintains a Single Central Record (SCR) as required by KHDA, BSO, and Keeping Children Safe in Education (KCSIE). The SCR provides a single point of reference for all pre-employment vetting checks undertaken for every member of staff, volunteer, and contractor who has direct or regular contact with students.

The SCR is maintained and updated by the Human Resources team and is reviewed regularly by the Principal. It includes, at minimum, the following information for each individual:

- full name and job title;
- date of recruitment and start date;
- confirmation of identity and right-to-work checks;
- details of attested qualifications and professional registrations;
- police clearance certificates from all relevant jurisdictions;
- confirmation of reference checks;
- check against the KHDA Deregistration List;
- confirmation of signing the MOE, KHDA and ISCS Codes of Conduct;
- completion date of KHDA-mandated induction professional development;
- confirmation of level 1 safeguarding training
- notes of any risk assessments or additional vetting undertaken.

The SCR is held securely, is accessible only to authorised staff, and is kept audit-ready for KHDA and BSO inspections. The SCR is reviewed at least once each term to ensure accuracy and compliance.

Probation Periods

All new staff at ISCS NAS are subject to a probation period as outlined in their contract of employment and in accordance with UAE Labour Law. The probation period allows the school to assess the employee's suitability for the role, including professional competence, conduct, and alignment with the school's ethos and Barakah culture.

During the probation period:

- line managers conduct regular performance reviews and provide feedback to support professional development;
- any safeguarding or professional conduct concerns are investigated promptly;
- where a formal warning or dismissal arises during probation, the school will notify KHDA within 24 hours, as required by KHDA regulations.

Successful completion of probation will be confirmed in writing. If concerns arise, the school may extend the probation period in line with UAE Labour Law or terminate the employment if appropriate. All decisions during probation are documented and retained in the employee's personnel file.

External Providers and Contractors

All adults working on site or in direct contact with students, including bus drivers, bus attendants, catering staff, cleaners, maintenance teams, and security personnel employed by external contractors, must meet the same safeguarding and vetting standards as school employees.

The Operations Department will ensure that all external providers:

- have formal agreements requiring compliance with KHDA, MoE, and UAE safeguarding and recruitment regulations;
- provide written confirmation that their staff have completed identity, right-to-work, police clearances from all relevant jurisdictions, and medical fitness checks;
- supply copies of key vetting records for audit by the school;
- maintain updated staff lists and immediately notify the school of personnel changes.

The Operations team will keep a central register of all contracted staff and ensure records are available for inspection by KHDA or other regulators. The school reserves the right to deny access or request removal of any contracted staff who do not meet these standards.

Review and Monitoring

The International School of Creative Science (ISCS NAS) is committed to keeping this Safer Recruitment Policy up to date with changes in law, regulatory guidance, and best practice in safeguarding.

This policy will be:

- formally reviewed at least once every academic year by the Principal in consultation with the Human Resources team, the Designated Safeguarding Lead, the Digital Safeguarding Lead, and the Governing Board;
- reviewed whenever KHDA, the Ministry of Education, British Schools Overseas (BSO), or Keeping Children Safe in Education (KCSIE) issue updated requirements or guidance relevant to recruitment or safeguarding;
- adjusted in response to recommendations from KHDA inspections, BSO inspections, or internal safeguarding audits;
- updated whenever significant changes occur in UAE Labour Law or other relevant legislation.

The school will ensure that all staff involved in recruitment are made aware of any changes to the policy and receive additional training as required.

The latest approved version of this policy will be made available on ISCS Central and on the school's official website for reference by all staff and stakeholders.

Regular monitoring of the application of this policy will include spot checks of the Single Central Record, periodic audits of personnel files, and an annual compliance review led by the Principal and reported to the Governing Board.