



Bukhatir  
Education  
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International



المدرسة الأمريكية  
للإبداع العلمي  
AMERICAN SCHOOL  
OF CREATIVE SCIENCE



مدرسة الإبداع  
العلمي الدولية  
INTERNATIONAL SCHOOL  
OF CREATIVE SCIENCE



## **Group Policy and Procedure** **GHR Department**

### **BEAM SAFER RECRUITMENT**

**Document No: HR-POL-2.2**



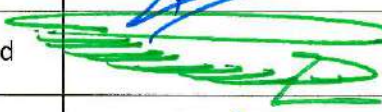

## REVISION CONTROL

This document is issued under the authority of the company and applies when carrying out the activities described. Revisions may be issued, when necessary, under the authority of BEAM. Revision history and details are required to be recorded below with every revised policy.

## REVISION HISTORY

Ver. No.	Effective Date	Description
01	June 2022	BEAM Safer Recruitment Policy & Procedure for Creative Science Schools

## REVISION SIGN OFF

Approving Committee		Name	Signature & Date
Prepared by	Talent Acquisition Manager	Farhan Malik	 17/08/22
Reviewed & Approved by	Group HR Director	Noaman Khalid Minhas	
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## DISTRIBUTION LIST

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Group Policy & Procedure

Document No.

HR-POL-002

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01 | May 2022

Title: BEAM Safer Recruitment  
Policy

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Jun 2022

## CONTENTS

1.	Introduction .....	4
2.	Purpose .....	4
3.	Policy Statement .....	4
4.	Aim .....	5
5.	Roles & Responsibilities .....	5
6.	Procedures .....	6
6.1	Advertising.....	6
6.2	Schools Commitment.....	6
7.	Interviews.....	7
8.	References .....	7
9.	Pre-Employment Checks .....	7
10.	New Joiners .....	8
10.1	Overseas .....	8
10.2	Locally sourced (UAE) .....	8
11.	Employment Offer.....	8
12.	Proof of Identity and Right to Work.....	8
13.	Personal File Records .....	9
14.	Single Central Record .....	9
15.	Probation Periods.....	9





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## 1. Introduction

Creative Science Schools are committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The Creative Science Schools are also committed to providing a supportive and flexible working environment to all its members of staff. The Creative Science Schools recognizes that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

We will do all we can to ensure that all those working with children in our schools are suitable people. This involves scrutinizing applicants, verifying their identity, checking their employment history and qualifications and obtaining independent references that answer specific questions to help assess their suitability to work with children.

All employees will be subject to the mandatory criminal records check.

Our safer recruitment practice includes those persons who may not have direct contact with children but because of their presence will still be seen as safe and trustworthy e.g. volunteers, support staff.

## 2. Purpose

BEAM's Safer Recruitment policy aims to set out a clear framework for completing background check of all new employees or potential new candidates to ensure their suitability for employment within Creative Science Schools.



## 3. Policy Statement

Creative Science Schools are committed to safeguarding and promoting the welfare of children. We aspire to recruit employees that share and understand our commitment, and we require all employees and volunteers to demonstrate this commitment in every aspect of their work.

The first step to safeguarding and promoting the welfare of children in education is the safe recruitment of staff in schools. The Creative Science Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognized that this can only be achieved through sound procedures, inter-department cooperation and the recruitment and retention of competent, motivated employees who are qualified and well suited for the roles they undertake and the responsibilities that come with these. The implementation of safer recruitment procedures helps to deter, reject, or identify people who might abuse children.

The Creative Science Schools works to achieve a diverse workforce and recognizes the value of diversity and seek to achieve a diverse workforce that includes people from different backgrounds with different skills and abilities. The Creative Science Schools are committed to ensuring that the recruitment and selection of all who work within the schools is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.



 <b>Beam</b> Burkhatir Education Advancement and Management International	Group Policy & Procedure	Document No.	HR-POL-002
	GHR Department	Ver. No.   Rev Date	01   May 2022
 AMERICAN SCIENCE AND CREATIVE SCIENCE SCHOOLS	Title: BEAM Safer Recruitment Policy	Effective Date	Jun 2022

All candidates are required to declare any convictions and must provide an up-to-date Criminal Record Clearance. The Creative Science Schools are committed to ensuring people who have been convicted are treated fairly and are given every opportunity to establish their suitability for positions.

Our commitment to Safer Recruitment practices is not carried out to discriminate or exclude individuals with criminal records from obtaining a position in our organization. Rather, the implementation of sound Safer Recruitment practices in line with international best practices works to ensure fair treatment and provides those with criminal convictions the opportunity to demonstrate their suitability to hold an appropriate position.

#### 4. Aim

The Creative Science Schools will:

Ensure to implement robust recruitment procedures and checks when appointing staff and volunteers to ensure that all reasonable steps have been taken not to appoint an individual who is unsuitable to work with children, or who has been disqualified from working with children, or does not have the suitable qualifications, skills and experience for the intended role.

Maintain a single central record of recruitment that demonstrates vetting checks.

Ensure the following pre-employment checks have been undertaken:




- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer.
- Verification of identity.
- Verification of qualifications.
- A satisfactory security clearance.
- Verification of the candidate's medical fitness.

#### 5. Roles & Responsibilities

Executive Principal, Principal & HR Leads:

- Ensure that employees who are involved in the recruitment process have received Safer Recruitment training.
- Ensure that all employees who have responsibility for administering checks have been trained to do so.
- Ensure that every interview panel includes at least one member who has received Safer Recruitment training.
- Ensure that a single central record of recruitment and vetting checks is kept and maintained at all times.
- Notify Group HR of any member of staff who is convicted or cautioned for any offence whilst employed by a Creative Science School.
- Ensure the Recruitment team carries out safer recruitment procedures and carries out all required checks and verification for all employees and volunteers who work at Creative Science Schools.



  	Group Policy & Procedure	Document No.	HR-POL-002
	GHR Department	Ver. No.   Rev Date	01   May 2022
	Title: BEAM Safer Recruitment Policy	Effective Date	Jun 2022

#### Existing Employees & Potential Candidates:

- It is the responsibility of all potential and existing staff, including volunteers, to comply with the Safer Recruitment Policy.
- Existing employees who are convicted or cautioned for any offence during their employment with a Creative Science School to notify in writing, the Principal and the school HR department of the offence and the penalty within 48 hours of receipt of the conviction or caution.
- Promote the safeguarding of all children at every stage.

#### Beam Education:

- Ensure the school has effective policies and procedures in place for the recruitment of all employees and volunteers in accordance with this guidance and local legal requirements.
- Ensure the online recruitment portal allows for all new candidate's forms, documents and safer recruitment checks to be uploaded to a secure platform.
- Monitor the schools' and HR's compliance with the policy.

#### Beam Safeguarding and Child Protection Governor:

- Provide support, guidance and clarity on the application of this policy and procedure in the event of uncertainty

## 6. Procedures

### 6.1 Advertising

Where applicable the school will advertise vacant posts to encourage as wide a field of candidates as possible; normally this will entail an external advertisement.

Positions will also be advertised internally where there is a reasonable expectation that there are sufficient qualified internal candidates an internal appointment may be considered appropriate.

In addition to use of other platforms for external advertisements, all job positions are also advertised on the Beam Career Webpage.

### 6.2 Schools Commitment

*Policies for safer recruitment are aligned with all accrediting bodies including local authorities' decrees and mandates and The National bodies such as the Department for Education's "Keeping Children Safe in Education" recommendations, NEASC Safeguarding and Protection Standards of 2016. At Schools of Creative Science, we hold ourselves to a high standard of effective practices in relation to child protection and we are committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share in this commitment. Successful applicants will be subject to various background checks including, receipt of satisfactory references, proof of relevant qualifications, identification, and police checks, including overseas checks.*

This statement will be regarded in all job postings.





## 7. Interviews

The selection process will always include the following:

- Face to face and/or online professional interview including a question related to safeguarding children
- Interview panels which include at least one person who has received Safer Recruitment Training
- Questioning to verify gaps in a candidates' CV chronology

## 8. References

After any successful interview and prior to issuing contract offer, reference checks will be requested immediately.

References must be in writing using the online reference check form. Creative Science Schools do not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

Reference requests will specifically ask:

- About the referee's relationship with the candidate.
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, length of service, and disciplinary record.
- Performance history and conduct.
- Any disciplinary procedures for which the sanction is current.
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any for which the sanction has expired, and the outcome of those procedures.
- Details of any substantiated allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children, and the outcome of those concerns.

References will be compared to the application form to ensure that the information provided is consistent.

## 9. Pre-Employment Checks

The following checks must be undertaken by the Recruitment/HR team for every candidate that has been selected for a position at a Creative Science Schools. These pre-employment checks are to be shared with the line manager within the school to determine suitability for employment:

- A minimum of two satisfactory professional reference, one of which must be from their current or most recent employer.
- Verification of the candidate's identity.
- Verification of the candidate's qualifications.
- A Barred List Check (for UK nationals).
- A prohibition from teaching check (UK, USA teaching staff).



- Employees that are recruited directly from countries where there is a standardised process for obtaining criminal clearance must do so prior to joining Creative Science Schools. This includes the UK, Ireland, USA, Canada, New Zealand, Australia and South Africa.
- Criminal clearances provided must be less than 3 years old (if coming from the UK this can be older as long as it is from the current school and there have been no gaps in their employment since the criminal clearance check was carried out.)
- A satisfactory police clearance from the country of origin or UAE Police Check (Certificate of Good Conduct) if they have resided in the UAE.
- Verification of the candidates' professional registration as required for teachers, physicians, nurses, and therapists.

All third-party service providers, contractors, and agencies who are providing personnel responsible for non-regulated activity must as a minimum provide Creative Science Schools with the following:

- Identity verification
- Police clearance from the country of origin of the employee.

## 10. New Joiners

### 10.1 Overseas

- All overseas sourced employees should obtain police clearance from country of origin prior to joining.

### 10.2 Locally sourced (UAE)

- All new joiners based in the UAE for more than 30 days as a Resident should provide UAE good conduct certification.
- All new joiners based in the UAE for less than 5 years should provide evidence of police clearance provided to previous employer or obtain new clearance from home country.
- In the event that the candidate has returned to their country of origin for a period of more than 3 Months between employers, they should obtain a renewed police clearance from that country.

## 11. Employment Offer

It may be possible to negotiate a provisional start date with the preferred candidate. However, with the exception of police checks, all other checks detailed in section 9 must be completed before commencement of employment.

Once all pre-employment checks have been satisfactorily completed/received, a confirmed start date may be given. The contract will be issued as soon as possible but in all circumstances before employment commences.

## 12. Proof of Identity and Right to Work

- Successful applicants for all posts will be required to provide proof of identity by producing documents when requested in line with those set out in The Immigration laws of the UAE or the country of work-placement.
- Successful candidates will also be required to provide proof of their attested qualifications and professional status by producing documentation and submitting to the HR Recruitment team.
- The school will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application, by review of this documentation. If the original documents are not available, the school will require sight of a properly certified copy.



- Candidates must ensure equalization of all the degrees as per the regulatory requirements.
- Proof of identity and other documentation will be verified by the HR representative
- A candidate should take it upon him/herself to ensure that he/she is eligible to work in the UAE by contacting the relevant local authorities.

### 13. Personal File Records

Creative Science Schools will retain the following information which will make up part of the personal file for the successful candidate:

- Application form
- References
- Disclosure of convictions
- Evidence of a medical clearance
- Proof of identification
- Proof of academic qualifications
- Proof of registration with national professional body.
- Certificate of Good Conduct / right to work in the UAE (where applicable)
- Evidence of the police check / clearance

### 14. Single Central Record

Creative Science Schools will keep and maintain a single central record of recruitment and vetting checks, and this must be kept up to date for all employees who are employed at school.

The central list will record all employees who are employed at the school, including support staff whether employed directly or through an agency, volunteers, etc. The information to be collected from the agency by the Operations Manager and school HR to update the central list.

The central record will indicate whether or not the Pre-employment Checks as detail in this policy have been completed. It shall also indicate who undertook the check and the date on which the check was completed, or the relevant certificate obtained.

### 15. Probation Period

Newly appointed teachers will be subject to the school's probationary period as per the contractual agreement.

- School staff will be given a copy of the Staff Handbook including the relevant policies and asked to sign a declaration that they have read and understood the documents and will follow the guidelines required to maintain professional boundaries at all times.
- The Creative Science Schools have a specific Child Protection Policy, which has been disseminated to all staff and volunteers.