



Safer Recruitment Policy

Please see [Brighton College Dubai Policies and Guidelines](#)

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 College productions or other enrichment support are checked. This is because Parent/Volunteer helpers are never alone with children.

2. Purpose

This policy sets out the minimum criteria for checking the background of all College employees. The College'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, September 2025
- 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 College 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

- Suitable background checks and references are conducted for every employee at the College.
- Where employees will be working with children, a record of disclosure of criminal history will be required via a police clearance certificate.
- Employees that are recruited directly from countries where there is a standardised process for obtaining criminal clearance must do so prior to joining Brighton College Dubai. This includes the UK, Ireland, USA, Canada, New Zealand, Australia and South Africa.
- Teachers joining from the UK or have worked in the UK previously, are required to provide an International Child Protection Certificate ICPC, while other staff members must submit a Police Clearance Certificate (General Category).
- Criminal clearances provided must be the latest and are considered valid for 90 days from the date of issue to meet Dubai Government requirements teaching regulations.
- Advertising of post will include the following statement: *“Brighton College Dubai is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note that should your application be successful, a police check will be undertaken in the country of origin; in the UK, a ICPC will be required.”*
- At least one member of the Senior Leadership Team responsible for making offers of employment will have successfully completed training in Safer Recruitment within the last 3 years.

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 Dubai application form, a copy of their full curriculum vitae and a covering letter.
- These will be checked initially by the HR Manager, when any gaps or discrepancies 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 Dubai’s Knowledge and Human Development Authority (KHDA). 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 two references, one being from their current Principal for those in employment or their last Principal in the case of those not in College. In the case of non-educational staff, the person's current or most recent employer.
- The College 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 this is the case, detailed written records will be kept of such exchanges
- Where necessary, previous employers who have not been named as referees may be contacted.
- 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 the interview but must be received in advance of the job offer. All references will be kept on file.
- Whilst the College 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 College 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.
- Candidates working outside the UK at the time of application are required to get a local police check (e.g. A Dubai Police Check for those previously working in Dubai). 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. For employees coming from the UK or with a previous UK address, the College will also insist on the production of the ICPC no older than three months from the date of starting.
- The identity of all new staff will be verified using official photographic ID (e.g., Passport, Emirates ID) as part of the recruitment process.
- All new staff sponsored by the school will undergo a medical fitness check, which is a mandatory requirement for their residence visa in the UAE. This check will be recorded as part of the safer recruitment process.



- The school will check and record the Right to Work in the UAE through (Work Permit/Residence Visa) for every new employee before their employment begins. This check is mandatory to ensure all staff are legally permitted to work in the UAE.
- In light of BREXIT, as of 1 January 2021, the EEA section of the Prohibition Order check will no longer be available to access on the Teachers Regulation Agency website.
- 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 procedures set out above will not normally be necessary for: (i) visitors to the College, who have no unsupervised contact with pupils; (ii) building or other contractors provided they have no unsupervised contact with pupils; (iii) volunteers or parents who only accompany staff at specific events or one-off trips (excluding overnight stays); (iv) those on the College site only when students are not present. All visitors and contractors sign in and are given an ID badge and are fully supervised at all times as appropriate.

5. Roles and Responsibilities

The Governing Body of the College will:

- Ensure the College 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 College's compliance with them, including periodic checking of the Single Central Register

The Head Master will:

- Ensure that the College 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 College
- 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 safeguard training
- Line manage the HR Manager to ensure compliance with this policy



The HR Manager will:

- Ensure the diligent implementation of this policy and follow best practice
- Ensure strong networking links with other Dubai Colleges to keep abreast of latest guidance and training

7. Single Central Record

A Single Central Register (SCR) will be maintained to record and document all checks completed for every member of staff, including teachers, support staff, and volunteers.

The SCR will include the following information for each individual:

- Identity verification.
- Right to Work checks.
- Medical fitness check.
- Criminal clearance checks (e.g., ICPC, Police Clearance Certificate).
- Any additional checks or references.

The SCR will be securely maintained, regularly updated, and reviewed by the Senior Leadership Team (SLT) and the Governing Body to ensure full compliance.

8. Monitoring and Review

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

9. Approved by

Head Master on behalf of the College:

Simon Crane, Head Master

On behalf of the Governors:

Craig Lamshed, Board Member

DOWNLOADED AND/OR HARD COPIES ARE UNCONTROLLED

Verify that this is the correct version before use



Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Updated	Simon Crane	April 2022
2.0	Updated	Simon Crane	September 2023
3.0	Updated	Simon Crane /HR Manager	September 2024
4.0	Updated	HR Manager	March 2025
5.0	Updated	HR Manager	September 2025

Brighton College Dubai Policies and Guidelines

Policy Statement

Brighton College Dubai 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:

- KHDA Guidance and Guidelines for Private Colleges
- MOE United Arab Emirates College Inspection Framework
- DSIB College Inspection Supplement
- The College's Academic Plan written for KHDA approval
- Standards for British Colleges 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.

DOWNLOADED AND/OR HARD COPIES ARE UNCONTROLLED

Verify that this is the correct version before use



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.