BLOOM WORLD ACADEMY

Reference Number
BWA-43

Safer Recruitment Policy	
Audience and coverage	*Employees*
Published where	*Staff handbook*
First release date	August 2025
Last reviewed	August 2026
Next review	August 2027
Owner	Nicola Upham, Principal – Primo & Junior School and Well-being & Development (Whole School)
Reviewer	John Bell, Executive Principal 

BLOOM WORLD ACADEMY

1. Aim

Bloom World Academy (BWA) considers this policy to be:

- an essential part of the school;
- supportive to staff and students in managing certain situations;
- an important framework that will ensure consistency in applying values and principles throughout the establishment;
- a roadmap for day-to-day operations;
- compliant with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- aligned to the school's guiding statements and identified goals which are formed in strategic leadership meetings.

2. Statement of intent

BWA believes this policy to be a working document that is fit for purpose, represents the school ethos, mission and vision, enables consistency and quality across the school and is related to the relevant UAE legislation.

3. Scope

This policy applies to all individuals working at or on behalf of Bloom World Academy, including permanent and temporary employees, supply staff, contractors, outsourced personnel, volunteers, external specialists and visitors undertaking activities involving students.

BWA recognises that safer recruitment is an essential part of its safeguarding culture. All individuals working with or having access to students must be subject to appropriate pre-employment and suitability checks, proportionate to their role and level of access to children.

4. Unique definitions

A shared understanding of the following definitions are integral to the implementation of this policy, and as such staff should endeavour to use the correct terminology at all times.

5. Processing and practice

Bloom World Academy is committed to safeguarding and promoting the welfare of all students in our care. The school recognises that the recruitment of high-quality staff is essential to providing an outstanding education, and we are equally committed to ensuring that all staff appointed are suitable to work with children and young people.

Our recruitment processes are designed to prevent unsuitable individuals from working with students, while ensuring fairness, equality, and compliance with UAE labour law, the Knowledge and Human Development Authority (KHDA) requirements, and international best practices.

The Human Resources (HR) Department, in conjunction with the Executive Principal, holds responsibility for ensuring that all recruitment processes meet the highest standards of safeguarding, professionalism, and legal compliance.

This policy aims to:

- Ensure compliance with UAE Labour and Immigration Law, KHDA guidelines, and safeguarding requirements.
- Deter and reject candidates who are unsuitable to work with children and young people.
- Attract, select, and retain the best possible candidates on the basis of merit, ability, and suitability.
- Support the school's Equality, Diversity, and Inclusion commitments by ensuring fair and transparent processes free from discrimination.
- Identify and address discrepancies in applications, such as unexplained gaps in employment history.
- Work in conjunction with other key school policies including:

    - Child Protection and Safeguarding Policy
    - Whistleblowing Policy
    - Staff Code of Conduct

Safer Recruitment Practices

Advertisements

All job advertisements will include a safeguarding statement:

"Bloom World Academy is committed to safeguarding and promoting the welfare of children and young people."

Police Clearance Certificates / DBS Checks

- All overseas candidates must provide a police clearance certificate (valid within 6 months of issue) from their country of residence.
- UK applicants must provide a DBS (Disclosure and Barring Service) check.
- Subcontracted staff (e.g. cleaners, security, facilities) must also provide valid police clearance certificates before commencing work on site.
- No individual will be permitted to work with students without valid clearance.

Reference Checks

- A minimum of two references must be obtained and verified directly by HR, including one from the candidate's current or most recent employer.
- Where the candidate has previously worked with children, one reference must be obtained from their most recent relevant employer or educational setting.

- References must specifically address the candidate's suitability to work with children, professional conduct, safeguarding practice and any concerns relating to their behaviour or performance.
- Any gaps, discrepancies or concerns identified within references must be followed up and satisfactorily resolved before an appointment is confirmed.
- Where a candidate is not currently employed, HR must make reasonable efforts to obtain a reference from their most recent relevant employer.

Conditional Offer of Employment

All offer letters will include the following clause:

"This offer is subject to the receipt of satisfactory references, KHDA approval, valid police clearance certification, and successful completion of UAE visa requirements in line with Labour and Immigration Laws."

Safer Recruitment & Safeguarding Training

- *All staff involved in recruitment must complete* Safer Recruitment Training.
- *All new staff will complete safeguarding induction training before commencing duties, followed by annual refresher training.*

Probation Period

- New employees will undergo a *six-month probation period* with structured monitoring.
- Assessments will cover professional competence, ethical standards, and safeguarding practices.
- Any safeguarding concerns or discrepancies will be immediately addressed, and employment may be terminated if necessary.

Self-Declaration Form

All staff must complete a self-declaration form confirming:

- Any criminal convictions, cautions, or warnings (in any country).
- Any disqualification from working with children or vulnerable adults.
- Any disciplinary measures related to safeguarding in previous employment.

Recruitment Process

Advertising & Applications

- Vacancies will be advertised via trusted recruitment platforms (e.g., TES), the school website, and internally when appropriate.
- All applications must be complete; falsification or omission of information may result in rejection or dismissal.

Selection of Candidates

- **Longlisting:** HR and SLT review applications against the job description.
- **Shortlisting:** Candidates complete the BWA application form and self-declaration.
- **Interviews:**
    - First stage: Initial interview (online or in person).
    - Final stage: In-depth interview with at least two panel members (Line Manager and SLT). May include tasks, lesson observations, or presentations.
    - All interviews include safeguarding-related questions and review of employment history gaps.

- Candidates must provide a complete employment history, including explanations for any gaps in employment.
- HR must investigate and document any unexplained gaps, frequent changes of employment or discrepancies between the application, CV and references.
- Any concerns relating to previous disciplinary action, safeguarding allegations or reasons for leaving previous employment must be explored before an appointment is confirmed.
- Any information that raises concerns about a candidate's suitability to work with children must be referred to the Executive Principal and considered as part of the recruitment decision.

Employment Offer & Contract

The offer is conditional upon:

- Attested educational certificates.
- Valid police clearance/DBS check.
- KHDA approval and NOC (where applicable).
- Completion of medical fitness test.

Ministry of Human Resources & Emiratisation (MOHRE) Offer

Following document submission, HR will process the MOHRE employment offer and pre-employment visa, followed by medical fitness testing and residency visa processing.

Induction

All new staff will complete a structured induction programme covering:

- Introduction to BWA values, policies, and safeguarding expectations.
- Overview of UAE culture and KHDA regulations.
- Mandatory safeguarding and child protection training.

Ongoing Disclosure

All employees of Bloom World Academy are required to maintain transparency and honesty throughout their employment. This includes an obligation to:

- Immediately disclose to the Executive Principal or HR any criminal investigations, cautions, convictions, sanctions, or safeguarding concerns that arise during their employment.
- Inform the school of any changes in personal or professional circumstances which may affect their suitability to work with children.
- Cooperate fully with any safeguarding or professional conduct investigations.

Failure to disclose such information may result in disciplinary action, up to and including termination of employment, and may be referred to the relevant authorities or KHDA where appropriate.

Safer recruitment is an ongoing responsibility throughout an individual's employment or engagement with BWA.

All staff are expected to maintain professional boundaries, uphold the school's Staff Code of Conduct and remain committed to safeguarding and promoting the welfare of students.

Any concerns about an individual's conduct, behaviour or continued suitability to work with children must be reported immediately through the school's safeguarding, whistleblowing or staff disciplinary procedures, as appropriate.

The school will ensure that safeguarding concerns are appropriately recorded, investigated and acted upon, with referrals to relevant authorities or regulatory bodies where required.

Employee File

HR will maintain a secure employee file (physical and digital) containing:

- Application, CV, and interview notes.
- Police clearance / DBS check.
- Attested academic certificates.
- References.
- Signed policies (Child Protection, Code of Conduct, Whistleblowing).
- Confirmation Safeguarding training.
- Employment contract and visa documents.

Files will be retained in line with UAE law and KHDA requirements:

- Employee files: retained for 18 months post-employment.
- Electronic records: retained indefinitely.
- Unsuccessful applications: securely destroyed after 12 months.

BLOOM WORLD ACADEMY

Contractors, Outsourced Staff, Supply Staff & Volunteers

BWA will ensure that appropriate safeguarding and suitability checks are completed for all individuals who may have access to students or the school environment.

Where individuals are supplied through an external agency or service provider, HR and/or Facilities must obtain written confirmation that the required identity, background and safeguarding checks have been completed and verified.

The level of checking and supervision will be proportionate to the individual's role, responsibilities and level of contact with students. Individuals who have not completed the required checks must not be permitted unsupervised access to students.

All non-permanent staff and volunteers must provide:

- Police clearance (valid within 6 months).
- Passport, visa, and Emirates ID copies.
- Safeguarding training certificate (where applicable).

Records will be maintained jointly by HR and Facilities.

Single Central Record of Recruitment

HR will maintain an up-to-date **Single Central Record** of all recruitment checks, including employees, contractors, and volunteers.

Document Retention

- Successful candidate records retained for 18 months after separation.
- Electronic records stored securely and indefinitely.
- Candidate applications retained for 12 months, then securely destroyed

6. Roles and responsibilities

With regard to implementation of this policy roles and responsibilities are clearly stated below:

Role of the Executive Principal

It is the responsibility of the Executive Principal to:

- Ensure recruitment processes uphold safeguarding standards and meet KHDA and UAE legal requirements.
- Approve final staff appointments in consultation with HR and Senior Leadership Team.
- Oversee that all staff receive safeguarding induction and annual refresher training.
- Report and act upon any safeguarding concerns or breaches in safer recruitment procedures.

BLOOM WORLD ACADEMY

Role of Human Resources

It is the responsibility of HR to:

- Manage the full recruitment process, ensuring compliance with UAE Labour Law, KHDA, and school policy.
- Verify identity, qualifications (including attestation), police clearance, and references for all candidates.
- Maintain the Single Central Record of Recruitment and secure employee files.
- Provide safer recruitment and safeguarding training to staff involved in hiring.

Role of Staff

It is the responsibility of all staff to:

- Share the school's commitment to safeguarding and promoting the welfare of children.
- Actively participate in safeguarding and safer recruitment training as required.
- Remain vigilant and raise any concerns about colleagues, contractors, volunteers, or applicants through the school's safeguarding and whistleblowing procedures.
- Model professional conduct at all times in line with the school's Code of Conduct and safeguarding expectations.
- Provide honest and accurate information during recruitment and employment, including references.
- Immediately inform the school if any circumstances arise that may affect their suitability to work with children (e.g., criminal investigations, sanctions, or safeguarding concerns).

Associated documentation

When implementing a policy consideration must be given to how it aligns and supports other policies. To ensure consistency this policy is fully aligned with the following key policies:

- Child Protection and Safeguarding Policy
- Whistleblowing Policy
- Staff Code of Conduct

The policy is also guided by the following documentation:

- **Wadeema's Law (Child Rights Law)** – safeguarding obligation.
- **UAE Labour Law** – employment integrity, contracts, and probation.
- **KHDA regulations & Code of Conduct** – mandatory licensing and safeguarding compliance.
- **MoE Child Protection Framework** – safe recruitment as part of child protection.
- **MOHRE & DHA** – legal employment and fitness checks.

7. Training implications

This policy will be shared with all BWA staff in the staff handbook

For new joiners they will be walked through the policy by HR during their induction period.

8. Safeguarding

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both students and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

9. Equity Impact Assessment

We have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief.

This policy has been equality impact assessed and we believe that it is fair, it does not prioritise or disadvantage any member of staff or student and it helps to promote equality at this school.