



## Safe Staff Recruitment Policy

### 1. Policy Statement

Merryland International School is committed to safeguarding and promoting the welfare, safety, and well-being of all students. The school recognizes that safe recruitment practices are essential in preventing unsuitable individuals from working with children and vulnerable persons. The school will implement rigorous recruitment, selection, and vetting procedures to ensure that all employees, volunteers, contractors, and other adults working within the school are suitable for their roles and share the school's commitment to safeguarding.

### 2. Purpose

This policy aims to:

- Ensure the recruitment of qualified, competent, and suitable staff.
- Protect students from harm by preventing unsuitable individuals from gaining access to children.
- Establish consistent and transparent recruitment procedures.
- Promote fairness, equality, and non-discrimination in recruitment practices.
- Comply with ADEK requirements, UAE labour laws, safeguarding standards, and other applicable regulations.

### 3. Scope

This policy applies to:

- Teaching staff
- Administrative staff
- Support staff
- School leaders
- Volunteers
- Temporary and supply staff
- Contractors and service providers who may have access to students

### 4. Guiding Principles

Merryland International School is committed to:

- Placing student safety and welfare at the centre of all recruitment decisions.



- Applying robust screening and selection procedures.
- Ensuring all recruitment processes are fair, transparent, and merit-based.
- Maintaining confidentiality throughout the recruitment process.
- Promoting equal opportunities and diversity while ensuring safeguarding requirements are met.

## 5. Recruitment and Selection Procedures

### Workforce Planning and Vacancy Approval

All vacancies shall be approved by the Principal and relevant school leadership before recruitment begins.

Job descriptions and person specifications shall clearly define:

- Duties and responsibilities.
- Required qualifications and experience.
- Safeguarding responsibilities.
- Professional conduct expectations.

### Advertising Vacancies

All recruitment advertisements shall:

- Include a statement regarding the school's commitment to safeguarding and child protection.
- Specify required qualifications and experience.
- State that pre-employment checks will be conducted before appointment.

## 6. Application Process

Applicants shall be required to:

- Complete the school's official application process.
- Provide a detailed employment history.
- Declare all qualifications and professional certifications.
- Explain any gaps in employment history.
- Provide details of professional referees.

The school reserves the right to reject incomplete applications.



## 7. Selection Process

Shortlisted candidates may be required to:

- Attend interviews.
- Participate in teaching demonstrations, assessments, or practical evaluations where applicable.
- Provide original identification and qualification documents.

Interview panels shall explore:

- Professional competence.
- Suitability to work with children.
- Safeguarding awareness and responsibilities.
- Values and behaviours consistent with the school's ethos.

## 8. Pre-Employment Safeguarding Checks

No appointment shall be confirmed until satisfactory completion of all required checks.

These may include:

- Identity verification.
- Passport and visa verification.
- Qualification and professional certification checks.
- Employment history verification.
- Professional reference checks.
- Criminal record or police clearance certificates from relevant countries of residence.
- Medical fitness assessments where required.
- ADEK and other regulatory approvals where applicable.

The school reserves the right to withdraw an offer of employment if any information provided is found to be false, misleading, or unsatisfactory.

## 9. Reference Checks

At least two professional references shall normally be obtained before appointment.

References should:



- Confirm the applicant's suitability for the role.
- Verify employment dates and responsibilities.
- Include information relating to conduct and safeguarding concerns, where appropriate.

Open or personal references may not be accepted as substitutes for professional references.

#### 10. Volunteers, Contractors, and Visitors

Individuals who may have regular or unsupervised access to students shall be subject to appropriate screening and safeguarding requirements proportionate to their role.

The school shall ensure that contractors and service providers comply with school safeguarding procedures while on site.

#### 11. Induction and Probation

All newly appointed staff shall receive:

- Safeguarding and child protection training.
- Health and safety induction.
- School policies and procedures.
- Professional conduct expectations.

New employees shall complete a probationary period in accordance with school procedures.

#### 12. Ongoing Safeguarding Responsibilities

The school shall:

- Provide regular safeguarding training and updates.
- Monitor staff conduct and professional behaviour.
- Address safeguarding concerns promptly and appropriately.
- Maintain accurate personnel and recruitment records.

All staff are required to uphold the highest standards of professional conduct and report any safeguarding concerns immediately.



### 13. Record Keeping

The school shall maintain secure and accurate recruitment records, including:

- Application forms.
- Interview records.
- Reference checks.
- Qualification verification records.
- Safeguarding and background check documentation.
- Employment contracts and approvals.

Records shall be stored securely and managed in accordance with applicable data protection requirements.

### 14. Monitoring and Review

The Principal and Human Resources Department shall monitor compliance with this policy and review recruitment practices regularly to ensure effectiveness and compliance with legal and regulatory requirements.

This policy shall be reviewed annually or sooner if changes in legislation, ADEK requirements, or safeguarding guidance occur.

### 15. Related Policies

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Complaints Policy
- Health and Safety Policy

This policy will be reviewed every year.

Principal



Reviewed on 01 June 2026

*Merryland International School is an outstanding, ISO 9001-certified, British Curriculum K-12 school located in Abu Dhabi, U.A.E. providing high quality education to pupils of more than 40 nationalities. Merryland has been a pioneer in education for the last four decades remaining true to its motto 'Changing lives...Nations wide'.*

