

Safer Recruitment Policy

Introduction:

South View School is committed to providing the best possible education to the students. An environment that is safe and secure for not students but staff and parent alike. SVS takes safeguarding and overall welfare of the community very seriously. Whilst the above is considered as an essential part of recruitment, the commitment is there in providing supportive and flexible work environment to their staff members.

Recruitment procedure:

Once the recruitment need is identified, replacement or new position, proper measures are adopted for a smooth and secured recruitment. Job description is prepared for new post.

Applicants approaching school with interest of employment is required to fill an online application form. This application form, besides requesting for personal and educational details, asks for employment history. This ensures the suitability of the position for the applicant.

School HR starts the filtration exercise by reviewing all applications. Once this is completed, second level of filtering is done by Head of School and Deputy Head in case of Primary School. For Secondary school recruitment it is done by Head of School and Specialist Subject Leader.

Interview is conducted by Head of School along with Deputy Head of School or Specialist Subject Leader as the case be. Written records of interview are taken for HR files. In a scenario when the candidate is inside the country, in-person interview is conducted and online one when candidate is outside the country.

Once the candidate clears the first round of interview and is inside the country, they are invited for a class demo. This gives an understanding of the candidate's caliber not just in terms of delivering the lesson but classroom management as well. This is supervised by the Head of School and / or Deputy Head of School or Specialist Subject Leader, as may be the case.

After demonstrating excellent skills during class demo, the Reference checks are made. HR ensures that written references are asked from at least two of the candidate's ex-colleagues; one being the Principal of last school worked at. These reference checks are cross verified by telephonic check to confirm they are genuine.

Post successful completion of all of the above, the application is put forward to the Principal for final recommendation and on receiving, offer letter is sent to the candidate.

Offer Letter: The formal offer letter being sent to the candidate consists of the following:

- Start date
- Monthly pay package and other benefits
- Job timings
- Leave entitlements.

The following documents are also asked with the contract:

- Passport copy
- Emirates ID copy – in case already a resident of UAE
- Police Clearance check
- DBS check
- Attested degree copy

In addition to the above, SVS has tied up with Schrole for Employment Verification check that provides added level. All reference checks received are kept confidential and is shared only with HR department and Senior Leadership Team.

The candidate is asked to fill in a medical declaration form confirming that there is no reasons on grounds of mental or physical health, proving them to be unfit to carry out their responsibilities as a staff member. Besides that, personal emergency contact details form while the employment contract is signed for HR to be aware to whom to contact in case of an emergency.

Any already existing SVS staff member applying for a new role will be asked for reference from their current colleagues and supervisors. HR will already have records from their previous employers.

Safeguarding training is provided to all staff during the start of the academic year. Any staff member joining the later in the year is provided training by the designated safeguarding leader. Attendance forms are filled in by the all staff attending the same. Refresher courses are organized every year and in case there is any change in the policy, another training is scheduled.

Contractors and external service providers

At SVS we ensure any staff member visiting school premises on a regular basis is verified by the company they are working. We collect all personal details for them that includes passport copy, EID, Occupational Health card (where applicable). Safeguarding trainings are conducted for them as well to ensure they are well trained to be around students and at school premises.

For Health and safety reasons, the majority of building works are carried out when students are not on campus. During emergency work, it is ensured that a staff member from SVS supervises work.

Retention and security of disclosure information:

SVS takes full responsibility of the data that is secured to be kept confidential. It is stored under lock with access restriction to HR department only. It is only shared with SLT on request. Any non-required document is shredded rather than general disposal.