



Policy Name	Safer Recruitment Policy & Selection Procedures
Stakeholder	Human Resources
Policy Directory Reference	ASCS407
Policy Lead	Amal Zen Aldeen
Role	HR Manager
Approval	
Reviewed By	Taher Gharib
Role	School Director
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Policy Statement

Al Salam Schools are committed to safeguarding and promoting the welfare of our students. We expect all staff and volunteers to comply with this commitment. Al Salam Recruitment Policy is designed to ensure that the most qualified, capable and efficient individuals are selected and recruited for the School's community and will be committed to contributing to its success. This policy is an essential element in creating and maintaining a safe and supportive environment for both students, staff, and others within the school community. It also aims to ensure both safe and fair recruitment and selection procedures.

The statutory requirements of the policy to ensure safe recruitment are:

1. Every employee must have a signed Criminal Background Declaration form.
2. Employees that are recruited directly from countries where there is a standardized process for obtaining criminal clearance must do so prior to joining ASCS. This includes the UK, Ireland, USA, Canada, New Zealand, Australia, and South Africa.
3. Employees with UAE residence Visa must provide a valid PCC Police Clearance Certificate.
4. Every employee must provide at least two references from the previous workplace from the principal and the line manager. Open references i.e. "To Whom It May Concern" are not accepted as those may not be genuine or factual.
5. A disclosure record of criminal history is required for employees who work with children.
6. Health Fitness to work certificate from DHA specific to work at schools.
7. Qualifications must be duly certified and verified according to standards set out by the Ministry of Labour, Ministry of Education and KHDA.

The internal protocol ensures that a single central record of recruitment and vetting checks are carefully maintained.

Equal opportunity is a key ASCS value that shall not be compromised at any stage of this process.

The principles of Al Salam community school will:

- Ensure that the school operates effective policies and procedures in safe and fair recruitment and selection practices in alignment with the legal requirements. In addition to monitoring the school's Senior Leadership compliance with it.
- Secure that the recruitment and selection process is regularly reviewed and updated to reflect any changes in legislation, international practices and statutory guidance.
- Monitor Fairness, Transparency and Consistency.
- Assure Equal opportunity against any form of discrimination on the grounds of race, color, nationality, ethnic or national origins, gender, religion, marital status, age, social background or disability.
- Ensure that all staff receive appropriate safeguard training.



Procedures:

Job Vacancy

1. When a position becomes required to be filled (new position/replacement), the head of department will submit a completed Vacancy Requisition Form to the HR along with the job description for the role.
2. The approval should be obtained from the principal and HR. Due justification should be provided against manpower requirements.

Recruitment Process, Selection and Procedures.

Sourcing Candidates:

- The HR shall adopt the most effective and appropriate means of sourcing suitable candidates which should be explored based on four criteria i.e.: the safety and reliability of the sourcing tool or method, likelihood of sourcing suitable candidates, speed of sourcing suitable candidates, and cost.
- Where appropriate, access credentials to job portals will be shared with SLT. This will allow SLT to view the database and identify potential candidates for HR to contact.
- The HR should be advised of all vacancies within the School at any level.

Vacancy Advertisements:

HR to post the advertisement through job portals upon the provided JD by the hiring manager/Head of Department.

1. Internal Vacancy Advertisements:

Vacancies may be advertised internally and although it may not be possible to fill certain positions from within the School's Employee population. Applications available with the HR & Administration Function as a result of previous advertisements that may be relevant to the vacant role may also be examined

2. External Sourcing of Talent:

In the event of vacancy advertisements posted on job boards or the public domain, the following guidelines must be followed:

1. Advertisements should present a positive image of the School, be clear and portray an accurate description of the post and state briefly, basic information about the school, a position summary, main accountabilities, make reference to the responsibility of safeguarding and promoting the welfare of children, necessary and desirable criteria for job applicants i.e.: qualifications, experience, and skills,
2. All advertisements should be approved by the HR for the purposes of compliance with School's standards considering the impact on the School's image, the future capability of attracting talent and online reputation.
3. Publishing advertisements that indicate or might reasonably be understood to indicate an intention to apply a discriminatory standard – suggesting persons of any particular racial or national origin will be either preferred or excluded - are strictly prohibited.



4. Genuine Occupational Requirements (GOR) is when it may be appropriate in exceptional cases to recruit a person from a specific gender, region or nationality, or religion where there is a genuine occupational requirement and such specific requirements are directly linked to the performance of the role and in the absence of which will directly affect on-the-job performance. Only in such events, it would be acceptable to specify such criteria within an advertisement for recruitment partners. This, however, must be done with the utmost sensitivity.

Selection Process:

1. HR phone interview with the shortlisted candidates to confirm the provided information and if this candidate is a good choice for Al Salam.
2. Personal interview with the line manager/subject leader to evaluate the role/subject knowledge and fill the Interview Evaluation Form.
3. Wherever possible, references will be requested in advance of the interview. All references will be kept on file along with the required original documents of relevant attested qualifications in order to meet the requirements of KHDA. This can be done once an offer of appointment has been made.
4. Demo Class to be attended by the Head of Department, and the subject leader if needed.
5. Personal interview with the HR, negotiate the offer and the terms of the contract.
6. Official background checks, confirm the reference and all document's attestations. The offer is subject to KHDA and Ministry of Labour Approval for the required position and satisfactory reference checks. HR reserves the right to revoke the offer if any of these are not attained.
7. All prospective employees are required to have a reference check and must have at least two references, one being from their last Line Manager, Senior Leader or Principal; or in the case of non-educational staff, the person's current or most recent employer.
8. The school does not accept open references. Formal, written references will be sought directly from the reference. The school inquire different questions about the following:
 - The candidate's suitability to work with children and young people.
 - Any substantiated allegations.
 - Any disciplinary warnings, including time expired warnings, relating to the safeguarding of children and young people.
9. Once received, at least once reference will be authenticated by the HR Team. School may also be asked to clarify any anomalies or discrepancies.

Documentation

The recruitment and selection process will be documented at each stage via the responses from Google forms to ensure that accurate records are maintained on the applicants and short-listed candidates for the various roles thus ensuring that the proper process was followed to identify a successful candidate.



Pre-Boarding and On-Boarding Process:

Reduce “first day” stress even before they start work to get new hires fully engaged with the Al Salam. Before their official first day, provide an innovative onboarding portal that includes an online virtual tour that provides

our new hires with information about the school, it walks them through the onboarding process and it answers the questions that are most frequently asked by previous new hires.

Send an electronic welcome packet, with the Al Salam history, core values, press clippings and what a new employee should expect during their first day, week and month.

Immediately after a new employee is hired, they will receive a welcoming email which includes Al Salam employee handbook, and policies with all the forms where they can “update their employment information, upload a photo for their badge and complete paperwork.

In-School

Day 1

Introductory email to introduce the new employee/teacher is to be taken by the line manager around the school for him/ her to know and get familiar with the required classrooms, learning zones, clinic, break areas, canteen, offices, storeroom, operations, transport office, etc.

10 Days Review for both Job Holder and Line Manager:

To ensure all new members are receiving the required support during the first 10 working days. To get the employees’ feedback and line managers’ evaluation.

30 Days Review for both Job Holder and Line Manager:

To get the employees’ and line managers’ feedback on how they are settling into their role and how the school can support them more.

A performance review is mandatory and consistently being considered for the new and existing employees.

The performance review is being concluded on the following basis:

- 1st month of employment.
- After 3 months of employment.
- After 6 months of employment.