



CAMBRIDGE
ENGLISH SCHOOL
مدرسة كيمبردج الانجليزية

Safer Recruitment Policy

Reviewed:	Date: December 2025
To be reviewed:	Date: December 2026

Contents

Rationale.....	2
1. Scope.....	2
2. Key Principles of Safer Recruitment	2
3. Roles and Responsibilities	3
4. Advertising and Job Descriptions.....	3
5. Application Process	3
6. Shortlisting	4
7. Interviews.....	4
8. References.....	4
9. Background and Legal Checks (Kuwait Context).....	4
10. Single Central Record (SCR).....	5
11. Induction and Probation	5
12. Volunteers and Contractors	5
13. Agency and Third-Party Staff	6
14. Allegations Against Staff	6
15. Monitoring and Review	6
16. Related Policies	6

Rationale

Cambridge English School Mangaf is committed to safeguarding and promoting the welfare of all children and young people and expects all staff, volunteers, contractors and visitors to share this commitment.

We operate robust safer recruitment practices to deter, identify and reject individuals who may pose a risk to children. This policy aligns with:

- UK *Keeping Children Safe in Education (KCSIE)*
- UK *British Schools Overseas (BSO) Standards*
- Kuwait Ministry of Education regulations and labour law
- Local safeguarding expectations and cultural context

1. Scope

This policy applies to:

- All employees (permanent, fixed-term, temporary, supply and agency staff)
- Volunteers
- Contractors and third-party staff working on site
- Owners/Proprietor

2. Key Principles of Safer Recruitment

The school will ensure that:

- Safeguarding is central to every stage of recruitment
- At least one trained Safer Recruitment Lead is involved in all appointments
- Candidates are assessed for suitability to work with children
- Identity, qualifications, employment history and right to work in Kuwait are verified
- Criminal background and overseas police checks are completed
- Gaps in employment are fully explored
- References are verified directly with referees

3. Roles and Responsibilities

Owners/Proprietor

- Ensures compliance with BSO standards and local regulations
- Approves this policy and reviews it annually

Principal

- Overall responsibility for safer recruitment
- Ensures safeguarding culture is embedded

HR Manager/HR Team

- Oversees recruitment procedures
- Ensures compliance with Kuwait residency and work permit requirements
- Maintains the Single Central Record (SCR)

Safer Recruitment Lead

- Holds accredited safer recruitment training (UK or equivalent)
- Participates in shortlisting and interviews

4. Advertising and Job Descriptions

All job advertisements will:

- Include a clear safeguarding statement
- State that enhanced background checks are required
- Make clear that employment is subject to visa and residency approval in Kuwait

Job descriptions and person specifications will:

- Include safeguarding responsibilities
- Outline professional boundaries and duty of care

5. Application Process

Applicants must:

- Complete the school application form
- Provide a full employment history with explanations for gaps
- Declare criminal convictions and ongoing investigations
- Provide at least two professional references (one from the most recent employer)
- Provide passport and qualification copies

CVs alone are not accepted.

6. Shortlisting

Shortlisting will:

- Be conducted by at least two trained staff
- Consider safeguarding suitability
- Identify gaps, concerns or inconsistencies for interview

7. Interviews

Interviews will:

- Be conducted in person or via secure video platform
- Include safeguarding-based questions
- Explore motivation to work with children
- Verify original identification documents and qualifications

Example safeguarding questions:

- How do you maintain professional boundaries with students?
- What would you do if a pupil disclosed abuse?
- How would you respond to inappropriate conduct by a colleague?

8. References

References will:

- Be obtained directly from referees
- Be requested prior to appointment wherever possible
- Specifically ask about suitability to work with children
- Be verified using official email or telephone

Open or generic references will not be accepted.

9. Background and Legal Checks (Kuwait Context)

Before appointment is confirmed, the school will complete:

- International Child Protection Certificate (ICP)
 - Overseas police clearance from all countries lived in for 12+ months in the last 10 years
 - Kuwait criminal clearance (if available for residents)
 - Identity verification
 - Right to work in Kuwait
-

- Work visa and residency processing
- Qualification verification
- Teacher prohibition check (UK teachers)
- Section 128 check (for leadership / management roles)

Employment offers remain conditional until all checks are satisfactory.

10. Single Central Record (SCR)

The school will maintain a Single Central Record in line with BSO expectations, including:

- Identity check
- Qualifications
- Criminal background checks
- Overseas police clearances
- Right to work / visa status
- Prohibition and Section 128 checks
- Date completed and staff responsible

The SCR will be reviewed termly by senior leadership.

11. Induction and Probation

All new staff will receive:

- Safeguarding and child protection training
- Local safeguarding guidance
- Staff Code of Conduct
- Behaviour management policy
- Whistleblowing procedures
- Cultural awareness and professional boundaries guidance

Probation periods will include monitoring of safeguarding conduct.

12. Volunteers and Contractors

Volunteers and contractors will:

- Be risk assessed
- Receive safeguarding guidance
- Be supervised when working near students
- Provide background checks where required

Contractors working regularly on site will be subject to appropriate vetting.

13. Agency and Third-Party Staff

The school will obtain written confirmation from agencies that:

- All safer recruitment checks have been completed
- Staff are suitable to work with children
- Identity and qualification checks are verified

14. Allegations Against Staff

All concerns or allegations will be handled according to:

- The school's Safeguarding Policy
- Local legal requirements
- BSO guidance

Appropriate authorities will be notified where required.

15. Monitoring and Review

This policy will be reviewed annually or when:

- BSO standards are updated
- KCSIE guidance changes
- Kuwait regulations change
- Safeguarding procedures are revised

16. Related Policies

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

This policy meets the requirements of British Schools Overseas (BSO) Standard 2 – Welfare, Health and Safety of Pupils and reflects good practice for British curriculum schools operating in Kuwait.