





BELVEDERE

INTERNATIONAL SCHOOL

RECRUITMENT POLICY

2025-2026

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Approvals:			
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<i>Signature</i>		<i>Date:</i>	13/11/2025
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1. Introduction

Belvedere International School is fully committed to safeguarding and promoting the welfare of children and young people. This commitment is at the heart of every aspect of recruitment and selection. The school expects all staff, governors, contractors, volunteers, and third-party providers to share this responsibility and demonstrate the highest standards of professionalism, integrity, and care.

This Recruitment and Selection Policy provides a comprehensive framework for attracting, selecting, appointing, and retaining high-quality staff who are suitable to work in a British international school environment. The policy reflects international best practice, including ADEK Policies guidance related to Staffing & Employment policy and global safeguarding standards applicable to British curriculum schools operating overseas.

The purpose of this policy is to ensure that recruitment decisions are fair, consistent, transparent, evidence-based, and robustly focused on safeguarding children at every stage of the employment lifecycle.

2. Policy Statement

Belvedere International School recognises that the quality of its staff directly impacts the quality of education and student wellbeing. Therefore, recruitment is treated as a strategic safeguarding function rather than an administrative process.

The school ensures that only individuals who are suitable to work with children, demonstrate strong ethical values, and meet professional expectations are appointed. Any appointment is conditional upon rigorous screening, verification, and compliance with safeguarding requirements.

In addition, all recruitment, selection, and appointment decisions are fully aligned with the requirements of the Abu Dhabi Department of Education and Knowledge (ADEK), including applicable staffing regulations, licensing standards, and employment policy frameworks. The school ensures that no appointment is made unless it complies with ADEK approval processes, teacher licensing requirements, and any mandated qualification or experience criteria.

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3. Aims and Objectives

The aims of this policy are to:

- Attract and recruit high-quality professionals who align with the school's ethos and values.
- Ensure that safeguarding is embedded at every stage of recruitment.
- Prevent unsuitable individuals from gaining access to children.
- Ensure fairness, equality, and transparency in all recruitment decisions.
- Comply with all legal, regulatory, and international safeguarding requirements.

4. Recruitment Principles

All recruitment activity at Belvedere International School is guided by the following principles:

- Recruitment decisions are based on merit, competence, qualifications, and suitability to work with children. All candidates are treated fairly and consistently, and selection criteria are applied objectively.
- Safeguarding is central to every stage of recruitment, from job design through to appointment. All staff involved in recruitment are trained in safer recruitment practices and are aware of their safeguarding responsibilities.
- The school is committed to equality of opportunity and actively promotes diversity and inclusion while ensuring that safeguarding remains the overriding priority.

5. Workforce Planning

Recruitment begins with workforce planning aligned with the school's strategic and operational needs. Department Heads and Senior Leadership identify staffing requirements based on curriculum demand, student numbers, and school development priorities.

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All vacancies must be formally approved before recruitment begins. Job descriptions and person specifications are reviewed to ensure clarity, accuracy, and alignment with safeguarding expectations.

6. Job Analysis and Role Design

Each role is clearly defined with a detailed job description and person specification.

The job description outlines duties, responsibilities, reporting lines, and safeguarding expectations. The person specification outlines essential and desirable qualifications, experience, skills, personal attributes, and behavioural expectations.

Safeguarding responsibilities are explicitly included in every job description, ensuring candidates understand their duty to protect children.

7. Application Procedure and CV Screening

All applicants must complete a standardised application form. CV-only applications are accepted as standalone applications but may be used for preliminary review.

A structured CV screening process is conducted by HR to assess employment history, qualifications, gaps in employment, consistency of information, and overall suitability.

Any unexplained gaps, inconsistencies, or frequent job changes are identified and flagged for further investigation during shortlisting and interview stages. Applicants are required to provide a full employment history with explanations for any gaps.

Applicants must declare criminal convictions, disciplinary actions, safeguarding concerns, and fitness to work with children.

8. Shortlisting Process

Shortlisting is conducted by a panel of at least two trained staff members (Principal & Vice principal), including at least one safer recruitment trained individual.

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Applications are assessed against the person specification using a structured and documented evaluation process. Only candidates who meet the essential criteria are shortlisted.

Special attention is given to safeguarding indicators such as employment gaps, inconsistent career progression, and unclear references.

All shortlisting decisions are recorded and subject to audit for compliance purposes.

9. Interview, Assessment and Demo Lessons

The interview process is structured, competency-based, and designed to assess both professional capability and safeguarding awareness.

In addition to formal interviews, candidates may be required to deliver a demo lesson. This allows the school to evaluate teaching effectiveness, classroom management, differentiation, student engagement, and subject knowledge in a real or simulated classroom environment.

Interview panels evaluate candidates against clearly defined criteria including professional knowledge, safeguarding awareness, communication skills, cultural fit, and alignment with school values.

Interview Evaluation Framework

Competency	Description of Assessment Focus
Professional Knowledge	Subject knowledge, curriculum understanding, lesson planning
Safeguarding Awareness	Understanding of child protection, response to concerns, KCSIE/ADEK awareness
Teaching Effectiveness	Lesson delivery, differentiation, student engagement, assessment for learning
Communication Skills	Clarity, professionalism, interaction with students and staff
Cultural Alignment	Fit with British international school ethos and UAE context
Demo Lesson Performance (if Applicable)	Practical teaching demonstration, classroom management, engagement

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All interview panels include at least one member trained in safer recruitment.

10. Safeguarding Commitment (Core Policy Area)

Safeguarding is the most critical element of recruitment at Belvedere International School.

The school ensures that no individual is appointed without thorough safeguarding checks. Safeguarding is embedded throughout the recruitment lifecycle, including advertising, shortlisting, interviewing, reference checks, and onboarding.

Any safeguarding concern identified at any stage results in immediate escalation to the Designated Safeguarding Lead (DSL) and Senior Leadership Team for risk assessment. The school ensures that all recruitment decisions prioritise child protection above all other considerations.

11. Safer Recruitment Training

All individuals involved in recruitment must complete accredited safer recruitment training. This includes understanding grooming behaviours, identifying risk indicators, and applying safeguarding judgement during selection.

No recruitment panel may operate without at least one trained safer recruitment member.

12. Reference Checks

The school requires a minimum of two professional references for all shortlisted candidates.

References must be verified directly with referees and cover recent employment. They must confirm job role, performance, conduct, attendance, reason for leaving, and safeguarding suitability.

Any unclear or vague references are followed up before an appointment decision is made. References are critically analysed rather than accepted at face value.

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13. Criminal Record and Background Checks (DBS / Police Clearance)

All appointments are subject to enhanced safeguarding checks.

These include criminal record checks such as DBS (UK), police clearance certificates from countries of residence, and any equivalent international safeguarding checks.

Candidates must provide valid documentation before employment begins. Any adverse findings are reviewed by senior leadership and safeguarding teams before a decision is made.

14. Offer of Employment

All offers are conditional and subject to satisfactory completion of all safeguarding and pre-employment checks.

Employment contracts include safeguarding responsibilities, code of conduct expectations, and probationary requirements.

15. ADEK PASS Approval Process

Following the acceptance of the official offer letter, the school HR Department shall initiate the ADEK PASS approval process in accordance with the requirements of the Abu Dhabi Department of Education and Knowledge staffing and employment policies.

All selected candidates are required to submit the necessary documents, including educational qualifications, experience certificates, passport copy, CV, and any other documents requested for verification purposes. Employment and joining procedures are subject to successful ADEK PASS approval, and the school reserves the right to withdraw the offer if the required approval is not obtained or if submitted documents are found to be invalid or incomplete.

16. MOHRE Legal Documentation Process

Upon obtaining ADEK PASS approval, the school shall proceed with the legal employment procedures in accordance with the regulations of the Ministry of Human Resources

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and Emiratisation (MOHRE). Employees are required to provide all necessary documents for work permit, labour contract, visa processing, medical fitness test, and Emirates ID procedures. Employment shall only be considered finalized after the completion of all MOHRE and immigration requirements in compliance with UAE Labour Law and the school's HR policies.

17. Induction and Probation

All new employees undergo a structured induction programme covering safeguarding, school policies, curriculum expectations, and cultural integration.

The probation period is used to assess performance, behaviour, safeguarding compliance, code of conduct, cultural consideration and professional conduct.

Regular reviews are conducted during probation to ensure suitability.

18. Record Keeping and Data Protection

All recruitment records are securely stored in compliance with data protection regulations.

Records are retained for audit purposes and may be reviewed by regulatory bodies.

19. Equality, Diversity and Inclusion

The school is committed to equality and diversity in recruitment. All candidates are treated fairly regardless of nationality, gender, religion, or background.

Selection decisions are based solely on merit and safeguarding suitability.

20. Fraud Prevention and Integrity

The school takes all steps necessary to prevent fraudulent applications, including verification of qualifications, employment history, and identity documents.

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Any fraudulent activity results in immediate disqualification and may be reported to relevant authorities.

21. Continuous Improvement

Recruitment processes are regularly reviewed to ensure alignment with international best practice and safeguarding updates.

Feedback from recruitment panels is used to improve systems and strengthen safeguarding controls.

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Appendix A: Recruitment Safeguarding Flow



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