BELVEDERE
INTERNATIONAL SCHOOL

RECRUITMENT AND SELECTION POLICY

2026-2027

Policy No.	**POL-HR-002**
Revision No.	**003**
Issue Date	**14 September 2026**
Effective Date	**15 September 2026**
Review Date:	**9 September 2026**
Next Review Date:	**08 September 2027**

Approvals:			
Principal	**Mr. Ismat Daou**		
Signature		*Date:*	10/9/26
BIS Board of Governors	**Dr. Naim Alradi**		
Signature		*Date:*	12/9/26

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.

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.

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 submit a CV as part of the recruitment process.

HR shall conduct a structured CV screening process to assess the applicant's employment history, qualifications, skills, gaps in employment, consistency of information and overall suitability for the position.

Any unexplained employment gaps, inconsistencies or frequent job changes shall be identified and flagged for further investigation during shortlisting and interview stages. Applicants may be required to provide additional information or clarification regarding their full employment history and any gaps identified.

Applicants must disclose any criminal convictions, disciplinary actions, safeguarding concerns or other relevant information that may affect their suitability to work with children. Applicants may also be required to provide information and documentation relevant to their fitness to undertake the role.

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.

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

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.

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

All appointments are subject to appropriate safeguarding, identity, qualification, employment and suitability checks in accordance with the BSO Standards, the BSO Inspection Handbook, applicable ADEK requirements and UAE laws.

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.

13.1 Identity, Medical Fitness, Right to Work and Qualifications

Before appointment, HR shall verify the candidate's identity, right to work in the UAE and relevant qualifications, as applicable. The medical fitness examination shall be arranged during the residency visa processing stage, in accordance with applicable UAE requirements. HR shall verify the authenticity of supporting documents as reasonably required and investigate any discrepancies or concerns before confirming the candidate's suitability for employment. All required regulatory approvals must be obtained before the employee commences duties, where applicable.

13.2 International Child Protection Certificate (ICPC)

Where a candidate currently works or has ever worked in the United Kingdom, the School shall require an International Child Protection Certificate (ICPC. HR shall record the ICPC status, date received, evidence reviewed and outcome in the candidate's personnel file and the Single Central Record (SCR), as applicable.

13.3 ICPC Unavailable, Delayed or Not Yet Received

Where an ICPC has not been received, HR shall establish and document the reason.

A delayed certificate or a delivery restriction shall not automatically be recorded as evidence that the ICPC itself is unobtainable.

Where an ICPC cannot be obtained, HR shall document the reason and undertake appropriate alternative checks to assess the candidate's suitability. An official criminal-record check or police certificate should be sought as the preferred alternative, where obtainable and appropriate. HR shall maintain a record of the reason the ICPC is unavailable, the alternative checks undertaken, their outcomes, and the final suitability decision, including the rationale and any further action required.

13.4 Assessment of Outstanding Checks and Gaps

The School shall ensure that any outstanding requirements are addressed and that the available evidence is sufficient to support a suitability decision before the candidate is permitted to commence duties, in accordance with applicable BSO, ADEK and UAE requirements.

13.5 Wider Safer Recruitment and Suitability Checks

In addition to the checks specifically required under the applicable BSO Standards and Handbook, the School shall undertake appropriate safer recruitment and suitability checks based on the role, the candidate's background and relevant regulatory requirements. These may include verification of employment history, professional references, criminal-record and overseas checks, prohibition checks, qualification verification and other applicable professional or regulatory checks.

HR shall maintain appropriate records of the checks undertaken, supporting evidence, outcomes and any follow-up actions. Required information shall be recorded on the Single Central Record (SCR), where applicable, and supporting documentation retained in the relevant personnel file.

13.6 Final Suitability Decision

HR shall ensure that applicable pre-appointment checks are completed, reviewed and appropriately documented. The authorised school leader shall make or approve the final suitability decision in accordance with the School's delegated authority and internal approval procedures.

Any outstanding checks or unresolved matters shall remain clearly documented and shall not be recorded as complete until the relevant requirements have been satisfied. The School shall ensure that all applicable safeguarding, regulatory and legal requirements are met before the candidate commences duties.

13.7 Staff Annual Self-Declaration Form

As part of the School's ongoing safer recruitment, safeguarding and due-diligence procedures, all staff members shall be required to complete a Staff Annual Self-Declaration Form each year to confirm their continued suitability to work with children and young people.

Staff shall answer all questions truthfully, fully and accurately and disclose any relevant changes in their personal circumstances, criminal history, professional status or other matters that may affect their suitability to work with children since their appointment or their most recent annual declaration, whichever is more recent.

Failure to provide accurate information, or the deliberate withholding of relevant information that may affect an individual's suitability to work with children, may result in disciplinary action, up to and including termination of employment, and/or referral to the relevant statutory authorities, subject to applicable laws and the School's policies.

Any staff member who is uncertain about a disclosure requirement or has concerns regarding information that needs to be declared must consult the Designated Safeguarding Lead (DSL) or the authorised school leader without delay.

HR shall coordinate the annual completion, submission and secure retention of the declarations. Staff Annual Self-Declaration Form that is completed by all staff are kept in their individual files. Any disclosures or concerns identified shall be reviewed promptly by the appropriate authorised person, with further checks or action undertaken where necessary.

Completion of the form confirms the staff member's declaration of continued suitability to work in a position of trust with children and their commitment to comply with the School's safeguarding requirements. The annual declaration does not replace any mandatory safeguarding checks, statutory reporting obligations or other applicable regulatory requirements.

14. Offer of Employment

The School may issue an offer of employment subject to the completion of the required checks, approvals and conditions of employment. The offer letter shall clearly state that the offer is conditional upon the following, as applicable:

- Obtaining the required ADEK administrative approval. If approval is not granted, the School reserves the right to withdraw the offer or take appropriate action in accordance with applicable requirements.
- Receiving satisfactory feedback from employment reference checks.
- Successfully completing the medical fitness examination during the residency visa processing stage, in accordance with applicable UAE requirements.
- Obtaining the necessary work permit and residency visa.
- Obtaining an equivalency certificate for the highest academic qualification, where required by ADEK or the relevant UAE authority. Where a permitted deadline applies, the candidate shall comply with the specified timeframe and applicable regulatory requirements.
- Satisfying all other applicable pre-employment, safeguarding and regulatory requirements.

The offer letter shall also require candidates to disclose any relevant medical, legal or professional circumstances that may affect their eligibility or suitability to work with children and young people, in accordance with applicable laws and safeguarding requirements.

The offer shall specify that failure to satisfy any mandatory condition may result in the withdrawal of the offer or other appropriate action in accordance with the employment contract and applicable UAE legislation.

All employment offers and associated benefits shall remain subject to the stated eligibility criteria, satisfactory references and the necessary regulatory approvals.

15. ADEK PASS Approval Process

Following acceptance of the conditional offer of employment, HR shall initiate the ADEK PASS approval process in accordance with ADEK staffing and employment requirements.

The ADEK approval process involves two main stages:

1.Document Verification and Eligibility Assessment: The candidate's submitted documents and qualifications shall be reviewed and verified against ADEK's applicable staffing eligibility policy and requirements. These may include educational qualifications, experience certificates, passport copy, CV, police clearance, legal documents and any other supporting documents required by ADEK.

2.Administrative and Security Approval: Following the document verification stage, the application shall proceed through the relevant administrative and security approval procedures. The designated authority or department shall conduct the required background checks, including criminal record checks and other relevant security and suitability checks, as applicable. The appointment letter shall be issued only after the required approvals have been granted.

HR shall monitor the application process and ensure that all required documentation is submitted accurately and promptly. The School shall verify that the candidate has obtained the necessary ADEK approval and appointment documentation before commencing duties. No employee shall begin a role requiring ADEK approval before the relevant approval has been obtained.

The School reserves the right to withdraw a conditional offer where the required approval is not granted or where submitted documents are found to be invalid, incomplete or inconsistent with the applicable requirements, subject to applicable UAE laws and regulations.

16. MOHRE Legal Documentation Process

Upon obtaining the required ADEK approval, PRO shall coordinate the applicable employment procedures with the Ministry of Human Resources and Emiratisation (MOHRE) and the relevant immigration authorities.

As part of the process, the candidate's qualifications and supporting documents shall be verified for authenticity and accuracy. Where required by ADEK or the relevant UAE authorities, the candidate shall provide the qualification equivalency certificate, ADEK appointment letter and any other required legal or supporting documents.

The process shall also include the applicable security approval procedures and background checks, including criminal record checks and other relevant checks conducted by the designated authorities. The required work permit and residency visa procedures shall proceed in accordance with the applicable UAE requirements, including completion of the medical fitness examination during the residency visa processing stage.

Employees shall provide all required documentation for work permits, employment contracts, residency visa processing, medical fitness requirements and Emirates ID procedures, as applicable.

Employees shall not commence work unless the applicable UAE employment, work authorisation and regulatory requirements have been met. HR shall retain records of the relevant approvals, verification outcomes and employment documentation.

17. Induction and Probation

17.1 Induction

All new employees shall undergo a structured induction programme covering safeguarding, child protection, reporting procedures, the Staff Code of Conduct, relevant School policies, professional responsibilities, role expectations and the School's culture and values.

HR and the Team shall coordinate the induction process with the relevant line manager and retain evidence of completion.

17.2 Probation Arrangements

All new employees shall be subject to the probation arrangements specified in their employment contracts and in accordance with applicable UAE employment requirements.

The School shall administer probation in accordance with the employee's employment contract and applicable UAE employment legislation, including Article 9 of Federal Decree-Law No. 33 of 2021 concerning the Regulation of Employment Relationships, as amended, where applicable.

Probation shall not be used to postpone safeguarding checks, ADEK approvals or work authorisation that must be in place before the employee commences duties.

17.3 Monitoring and Review

The employee's line manager shall monitor performance and provide feedback throughout the probation period. HR shall coordinate the review process and ensure that appropriate records are maintained.

17.4 Confirmation of Employment

At the end of the probation period, the line manager shall give feedback regarding confirmation of employment or any other action permitted under the employment contract and applicable law.

The feedback shall be reviewed and approved by the school Principal in accordance with the School's delegated authority and approval procedures.

17.5 Safeguarding Concerns During Probation

Any safeguarding concern, allegation or concern regarding an employee's suitability identified during probation shall be reported, recorded and managed promptly in accordance with the School's safeguarding and staff-concern procedures.

17.6 Pre-Appointment Compliance

Probation does not replace or postpone mandatory pre-appointment checks, ADEK approval or applicable UAE employment and work authorisation requirements.

The recruitment and appointment process shall follow a clear sequence, beginning with the issuance and acceptance of a conditional job offer and concluding with authorisation to commence duties. The process shall include:

Conditional Job Offer: HR shall issue a conditional offer outlining the applicable employment conditions, required checks and approvals.

Completion and Review of Checks: HR shall coordinate the completion and review of all required pre-appointment, safeguarding, qualification, reference, background and regulatory checks, as applicable.

Documented Suitability Decision: The authorised school leader shall review the available evidence and make or approve a documented decision confirming the candidate's suitability for the role.

Approval to Commence Work: HR shall verify that all applicable ADEK approvals, UAE employment and work authorisation requirements, and other mandatory conditions have been satisfied before authorising the employee to commence duties.

Induction: The employee shall complete the School's required induction, including relevant safeguarding, child protection, health and safety, and role-specific procedures, in accordance with the School's induction requirements.

Probation: The employee shall undergo the applicable probationary period, during which performance, conduct and suitability for the role shall be monitored and reviewed in accordance with the employment contract and applicable UAE labour legislation.

No employee shall commence duties until the applicable requirements have been met, the documented suitability decision has been approved, and the School has confirmed that the individual is authorised to undertake the role. HR shall retain records of the relevant checks, decisions, approvals, induction and probation arrangements.

18. Supply Teachers and Temporary Teaching Staff

The School shall ensure that supply teachers and temporary teaching staff are engaged in accordance with the BSO Standards, applicable UAE laws, ADEK requirements and the School's safeguarding procedures.

18.1 Agency and Legal Compliance

Where staff are supplied by a recruitment agency or other provider, HR shall obtain and review appropriate documentation and confirmation of the individual's identity, relevant checks, qualifications and suitability for the proposed assignment. The School shall ensure that the individual is offered for supply in accordance with the applicable legal and regulatory requirements of the UAE and ADEK.

Agency assurances shall be reviewed and supported by appropriate evidence where required. The School remains responsible for making its own suitability decision before the individual begins work.

18.2 Identity Verification Before Starting

Before any supply teacher begins work at the School, HR or an authorised school representative shall verify the individual's identity, irrespective of any identity or other checks undertaken by the agency. The date, method and outcome of the identity check shall be recorded.

18.3 Suitability and Applicable Checks

Before the assignment begins, the School shall review the documentation and checks applicable to the individual, the duties and the proposed assignment. This shall include relevant safeguarding and suitability checks, qualifications where appropriate, and applicable UAE and ADEK requirements.

The School shall consider whether the available evidence is sufficient to establish that the individual is suitable for the specific work for which they are supplied. Any missing, inconsistent or adverse information shall be investigated and escalated before a suitability decision is made.

18.4 No Start Before Clearance

A supply teacher shall not begin work until the School has verified their identity, is satisfied that they are suitable for the assigned duties, and has confirmed that the applicable legal, safeguarding and regulatory requirements have been met. Any outstanding requirement shall be addressed and documented before the individual is authorised to start.

19. 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.

20. 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.

21. Fraud Prevention and Integrity

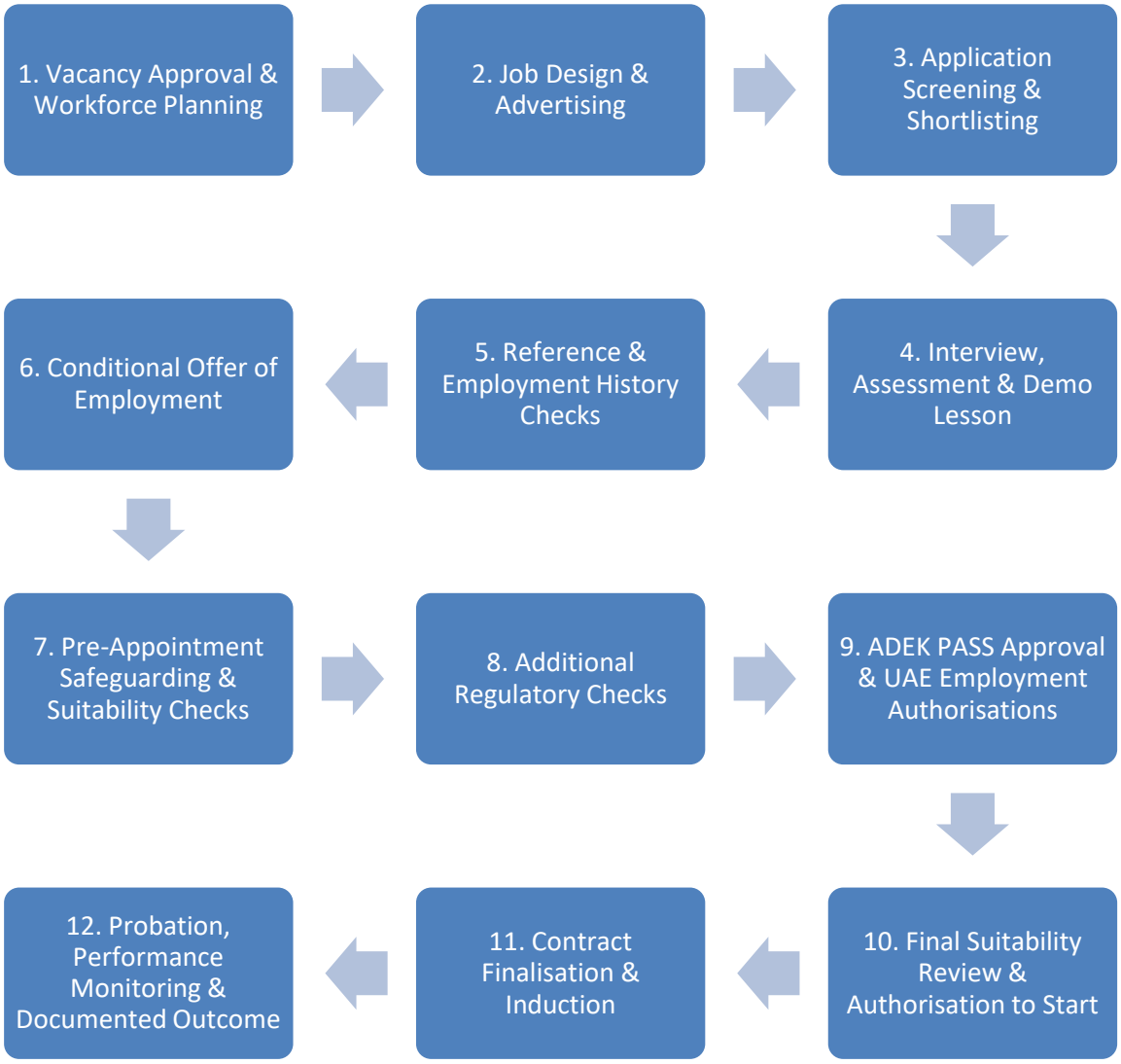
The school takes all steps necessary to prevent fraudulent applications, including verification of qualifications, employment history, and identity documents.

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

22. 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.

Appendix A: Recruitment Safeguarding Flow



Supply teachers: Identity must be checked before they begin work, irrespective of checks conducted by the agency. The School must also be satisfied that the individual is suitable and that applicable requirements have been met.