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	Quality Procedures for Safer Recruitment Policy		

Integrated Management System (IMS)

Safer Recruitment Policy

This Document has been reviewed and approved by:

Name	Position	Signature

Revision History of the Document

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Table of Contents

1- Rationale
2- Purpose
3- Scope
4- Terms and Definitions
5- Responsibilities
6- Procedures
7- Accountability
8- Review and Update
9- Related Forms and Documents
10- References

1- Rationale

At our school the safety and wellbeing of every student is the school's highest priority. The school is unequivocally committed to creating and maintaining a safe, nurturing, and inclusive learning environment in which all students are protected from harm at every stage of their school experience. Central to this commitment is the school's responsibility to ensure that every individual recruited to work at our school whether in a teaching, support, administrative, or operational capacity is suitable, qualified, and safe to work with children and young people.

Safer recruitment is not simply a procedural obligation; it is a fundamental expression of the school's values and its duty of care to the students, families, and community it serves. The school recognises that robust recruitment and onboarding practices are the first and most critical line of defence in safeguarding students from potential harm. Every stage of the hiring process, from the approval of a vacancy through to the completion of onboarding, must therefore be governed by the highest standards of rigour, transparency, and professional integrity.

This Safer Recruitment Policy reflects our commitment to fulfilling its obligations under the regulatory frameworks of the Knowledge and Human Development Authority (KHDA) and the Ministry of Education (MOE), and to adhering to the requirements of the UAE Labour Law (Federal Decree-Law No. 33 of 2021). It ensures that all recruitment and onboarding procedures are designed not only to identify the most suitably qualified candidates, but also to rigorously assess their suitability to work in a school environment and their fitness to be entrusted with the care and education of children.

Through the consistent and diligent application of this policy, we affirm our responsibility to our students, our staff, families, and the broader educational community to recruit with care, onboard with thoroughness, and always maintain the highest possible standards of child safety.

2- Purpose

The purpose of the Safer Recruitment Policy is to:

- **Prioritise Child Safety in Every Recruitment Decision:** Ensure that the protection and wellbeing of students is the primary consideration at every stage of the recruitment and onboarding process, and that no individual is appointed to work at OUR SCHOOL without having been subject to the full range of required checks and assessments.
- **Establish a Structured and Consistent Hiring Framework:** Provide a clear, step-by-step recruitment procedure that applies consistently across all roles and departments at OUR SCHOOL, ensuring that every appointment is made on the basis of objective, evidence-based assessment of a candidate's qualifications, experience, and suitability.

- **Ensure Full Regulatory Compliance:** Ensure that all recruitment and onboarding procedures are fully aligned with the requirements of KHDA, MOE, and UAE Labour Law, and that all mandatory checks — including police clearance, KHDA approval, and safeguarding induction — are completed before any new staff member assumes their duties.
- **Promote Safer Onboarding Practices:** Ensure that all newly appointed staff receive a comprehensive, structured induction that covers safeguarding responsibilities, school policies, code of conduct requirements, and all other obligations relevant to their role and the safety of students.
- **Define Clear Roles and Responsibilities:** Clearly articulate the responsibilities of all stakeholders involved in the recruitment and onboarding process, including the CEO, Principal, HR Manager, Safeguarding Lead, and Heads of Department, to ensure accountability at every stage.
- **Deter Unsuitable Candidates:** Through the rigorous application of document verification, interview, assessment, and background checking procedures, actively deter individuals who are unsuitable to work with children from seeking or obtaining employment at OUR SCHOOL.
- **Support Continuous Improvement:** Monitor and review recruitment and onboarding practices regularly to ensure they remain effective, current, and aligned with evolving best practice in safer recruitment and child protection.

3- Scope

This Safer Recruitment Policy applies to all recruitment and onboarding activity at New Dawn Private School, covering all roles and categories of employment, including teaching staff, learning support assistants, administrative and office staff, operational and facilities staff, and any external contractors or volunteers who will have regular or unsupervised contact with students on the school premises.

The policy governs every stage of the recruitment and onboarding process, from the initial identification and approval of a vacancy through to the completion of all induction, regulatory clearance, and compliance monitoring requirements. It applies to all individuals involved in the recruitment and selection process, including the CEO, Principal, Vice Principal, HR Manager, Safeguarding Lead, Heads of Department, and any other staff member who participates in the shortlisting, interviewing, or assessment of candidates.

All staff at OUR SCHOOL, regardless of their role or seniority, are required to familiarise themselves with the principles and expectations of this policy and to support its consistent application across the school.

4- Terms and Definitions

Term	Definition
Safer Recruitment	A set of practices and procedures designed to help schools and organisations working with children deter, identify, and reject candidates who are unsuitable to work with children and young people. Safer recruitment principles are embedded throughout the hiring and onboarding processes at our school
Vacancy Approval	The formal process by which the CEO grants written authorisation for a recruitment process to be initiated for a specific role at OUR SCHOOL. No hiring process may commence without CEO approval.
Shortlisting	The process by which the HR Manager reviews all received applications and CVs and identifies candidates who meet the essential criteria for the advertised role, based on their experience, qualifications, and fitness to work with children.
Demo Lesson	A structured teaching observation in which a shortlisted candidate delivers a lesson or activity to a group of students or staff, enabling the interview panel to assess their pedagogical skills, classroom management, and suitability for a teaching role
Application Form	The official form sent to shortlisted candidates upon management approval. The Application Form requires candidates to provide detailed personal, professional, and safeguarding-related information and to submit all required supporting documentation as specified by their designated role.
Document Verification	The process by which HR verifies the authenticity and accuracy of all documents submitted by a candidate, including qualifications, identification, and experience certificates, by cross-referencing them against the information provided in the candidate's CV and application form.
Police Clearance	The mandatory background check applied through the KHDA portal to all newly appointed staff members at OUR SCHOOL prior to their commencement of duties. The cost of police clearance (AED 220) is to be paid by the staff member. Police clearance is a non-negotiable requirement for all appointments.
KHDA Approval	The formal regulatory approval process initiated by HR through the KHDA portal, by which the Knowledge and Human Development Authority formally endorses the appointment of a new staff member to a role at school. No staff member may commence duties in a regulated role until KHDA approval has been obtained.
PRO (Public Relations Officer)	The designated officer responsible for processing and managing the visa and labour card applications of new staff members at our school, upon receipt of CEO approval and following successful KHDA endorsement.
Safeguarding Induction	The mandatory induction session delivered by the Safeguarding Lead to all newly appointed staff members, covering the school's safeguarding policy, child protection procedures, reporting obligations, and the responsibilities of all staff in maintaining a safe environment for students.

HR Induction	The structured induction process conducted by the HR Manager for all new joiners, covering the school's code of conduct, key disciplinary and HR policies (including the Dress Code Policy, Absenteeism Policy, and NDA Policy), and all documentation required to be signed by the new staff member as a condition of employment.
Probation Period	The initial six-month period of employment during which all new staff members are subject to enhanced performance monitoring, structured evaluation by their Head of Department, and ongoing compliance monitoring by HR. The probation period is a critical component of the onboarding process.
NDA Policy	The Non-Disclosure Agreement signed by all new staff members as part of the HR induction process, confirming their commitment to maintaining the confidentiality of student data, school information, and all other sensitive matters relating to our school
Reference Check	The mandatory verification undertaken by HR with a minimum of two professional referees for every candidate, including confirmation of employment history, conduct, and, where the referee is a previous employer of children, any safeguarding concerns. Any gaps in a candidate's employment history must be satisfactorily explained before an appointment is confirmed.
Safeguarding Declaration:	A written declaration completed by every candidate as part of the Application Form, confirming whether they have any prior convictions, cautions, or ongoing investigations relevant to their suitability to work with children, and consenting to the police clearance and KHDA verification process.

5- Responsibilities

I. Board of Governors (BOG)

The Board of Governors will:

- Ensure that the Safer Recruitment Policy is robust, fully compliant with KHDA and MOE requirements, and reflects the highest standards of child protection and professional integrity.
- Hold school leaders accountable for the consistent, rigorous, and transparent application of all recruitment and onboarding procedures.
- Monitor that the school's recruitment practices effectively deter unsuitable candidates and protect the safety and wellbeing of all students.
- Ensure that the policy is reviewed annually and updated in response to changes in regulatory requirements, safeguarding best practice, or school priorities.
- Ensure that at least one member of the recruitment panel for all senior leadership appointments has completed recognised safer recruitment training.

II. Quality Assurance Representative (QAR)

The Quality Assurance Representative is responsible for:

- Ensuring that the Safer Recruitment Policy and all associated recruitment and onboarding procedures are fully documented, controlled, and aligned with KHDA and MOE quality standards.

- Reviewing and updating recruitment and onboarding documentation to ensure continued regulatory compliance and alignment with safer recruitment best practice.
- Monitoring the consistent application of recruitment and onboarding procedures through quality assurance processes and reporting findings to the Senior Leadership Team.

III. Chief Executive Officer (CEO)

The Chief Executive Officer is responsible for:

- Approving all vacancies before the recruitment process is initiated, ensuring that each new appointment is strategically justified and aligned with the school's staffing requirements and budget.
- Providing final approval for all appointments before any offer of employment is made to a candidate, based on the consolidated feedback of the interview panel and HR.
- Approving all visa and labour card processing requests submitted by the PRO following KHDA endorsement of a new appointment.
- Ensuring that the school's recruitment practices are always consistent with the safeguarding obligations and professional values of OUR SCHOOL.

IV. Senior Leadership Team (SLT)

Senior Leadership Team members are responsible for:

- Participating in the review and approval of shortlisted candidates in conjunction with the HR Manager, ensuring that only candidates who meet the required standards of qualification, experience, and suitability are advanced to the interview stage.
- Conducting interviews and demo lesson assessments for all teaching and senior staff appointments, in conjunction with the relevant Head of Department.
- Ensuring that all newly appointed staff are fully briefed on their professional responsibilities, the school's expectations, and the safeguarding obligations that apply to their role.
- Supporting the monitoring of newly appointed staff during their probationary period and providing structured feedback to HR as required.

V. HR Manager

The HR Manager holds primary operational responsibility for the management of the full recruitment and onboarding cycle at OUR SCHOOL. This includes:

- Initiating all recruitment processes upon receipt of CEO vacancy approval and managing every stage of the hiring procedure through to the completion of the final appointment.
- Advertising vacancies on approved platforms, reviewing and shortlisting all received applications, and sharing shortlisted CVs with the Principal for management review.

- Sending application forms to approved candidates, collecting and verifying all required documentation, and scheduling interviews and demo lessons with the relevant panel members.
- Conducting the final HR interview with selected candidates to discuss salary, joining date, and visa processing requirements.
- Managing the full onboarding process for all new joiners, including the distribution of joining forms, staff detail sheets, and codes of conduct, and conducting the HR induction session.
- Applying for police clearance through the KHDA portal and initiating the KHDA approval process for all newly appointed staff members.
- Informing the PRO of successful KHDA approvals and seeking CEO sign-off for visa and labour card processing.
- Completing all mandatory safer recruitment checks for every candidate, including reference checks, qualification authentication, professional licence verification, and the Safeguarding Declaration, before any appointment is confirmed.
- Monitoring policy compliance during the probationary period, including adherence to safeguarding, dress code, absenteeism, and disciplinary policies.
- Maintaining accurate, complete, and up-to-date records of all recruitment and onboarding documentation for every member of staff in their personal file.

VI. Safeguarding Lead

The Safeguarding Lead is responsible for:

- Delivering a structured and comprehensive Safeguarding Induction to all newly appointed staff members as part of the onboarding process, prior to their commencement of duties with students.
- Ensuring that all new staff members fully understand the school's safeguarding policy, child protection procedures, mandatory reporting obligations, and their individual responsibilities in maintaining a safe environment for students.
- Providing new staff with the Safeguarding Report Form and ensuring they are aware of the correct procedure for reporting safeguarding concerns.
- Liaising with the HR Manager to confirm that the Safeguarding Induction has been completed and signed off for all new staff members before they begin working with students.
- Ensuring that safeguarding awareness is embedded in the induction experience of every new staff member, regardless of their role or department.

VII. Heads of Department / Line Managers

Heads of Department and Line Managers are responsible for:

- Participating in the interview and demo lesson assessment process for candidates applying to roles within their department, providing structured and objective feedback to HR and the SLT.

- Conducting performance evaluations of newly appointed staff members during the probationary period and reporting findings to HR in a timely manner.
- Ensuring that new staff members are integrated effectively into their department and are fully supported in understanding their professional responsibilities from the outset of their employment.
- Alerting HR to any concerns regarding the conduct, performance, or suitability of a newly appointed staff member during the onboarding or probationary period.

VIII. IT Department

The IT Department is responsible for:

- Registering all newly appointed staff members in the school's systems upon notification from HR of a confirmed appointment.
- Setting up all required system access for new staff members, including biometric registration, Line Yard access, school email, and SharePoint.
- Adding new staff members to relevant official WhatsApp groups and communication platforms used for school business.
- Confirming the completion of system registration and access setup to HR as part of the onboarding checklist.

6- Procedures

The procedures of this policy are structured in two parts: Part A covers the end-to-end Hiring Procedure, and Part B covers the Onboarding Process that follows a successful appointment. Together, these two parts constitute the full safer recruitment cycle at OUR SCHOOL.

Part A – Hiring Procedure

Step 1: Vacancy Approval

- Before any recruitment activity is initiated, formal written approval must be obtained from the Chief Executive Officer (CEO) for the available vacancy.
- The HR Manager is responsible for submitting the vacancy request to the CEO and for retaining a record of the approval confirmation.

Step 2: Job Advertisement

Upon receipt of CEO approval, the HR Manager will advertise the vacancy through the following approved channels:

- LinkedIn – the primary professional platform for advertising all teaching and administrative vacancies at OUR SCHOOL.
- WhatsApp vacancy groups – used to reach candidates through established professional networks.

- **School website careers page** – to be implemented on the school website in the coming new academic year, as directed by the CEO.

All job advertisements must accurately reflect the requirements of the role, including the essential qualifications, experience criteria, and any specific safeguarding or child protection requirements applicable to the position.

Step 3: CV Shortlisting

The HR Manager will review all CVs and applications received in response to the job advertisement. Shortlisting will be conducted on the basis of the following criteria:

- The candidate's professional experience and its relevance to the advertised role.
- The candidate's educational qualifications and whether they meet the minimum requirements specified for the position.
- Any additional safeguarding, child protection, or professional certifications required for the role.

Only candidates who meet the essential criteria for the role will be advanced to the next stage of the recruitment process.

Step 4: Management Review

Following the completion of shortlisting, the HR Manager will share the shortlisted CVs with the Principal and Vice Principal for management review and approval. Only candidates who receive approval from both the Principal and Vice Principal at this stage will be contacted to proceed to the application and interview stages of the process.

Step 5: Application Form and Documents Collection

Upon management approval, the HR Manager will send the official Application Form to the approved candidates, tailored to their designated role and the specific requirements of the position. Candidates will be required to submit all documents specified in the Application Form, which may include:

- A copy of their passport and valid UAE residence visa (where applicable).
- Certified copies of all academic qualifications and professional teaching certificates.
- A full employment history and, where applicable, references from previous employers.
- A current curriculum vitae.
- Any other documentation specified in the Application Form as relevant to the role.
- Contact details for a minimum of two professional referees, together with a written explanation of any gaps in the candidate's employment history.
- A completed Safeguarding Declaration, and, where applicable to the role, evidence of medical fitness to work with children.

All submitted documents will be retained securely by HR as part of the candidate's recruitment file.

Step 6: Document Verification and Interview Scheduling

The HR Manager will verify all documents submitted by the candidate against the information provided in their CV and Application Form to confirm authenticity and accuracy. Any discrepancies identified during document verification will be investigated before the candidate is advanced to the interview stage.

Document verification will include authentication of academic qualifications and, where applicable, verification of professional teaching licences. The HR Manager will also complete the candidate's reference checks with both nominated referees before the interview stage, and no candidate will be advanced to interview until this verification is complete.

Upon successful document verification, the HR Manager will schedule a formal interview with the relevant panel, which will include the Principal and Head of Department. Where the role is a teaching position, a demo lesson will be arranged as part of the assessment process.

Step 7: Candidate Assessment at School

Shortlisted candidates will attend the school for their scheduled interview and, where applicable, their demo lesson. The assessment at this stage is designed to evaluate:

- The candidate's professional knowledge, pedagogical approach, and classroom management skills (for teaching roles).
- The candidate's understanding of safeguarding and child protection responsibilities.
- The candidate's values, professional conduct, and overall suitability to work in a school environment with children and young people.

Step 8: Feedback and Selection

Following the completion of all candidate assessments and interviews, the HR Manager will collect structured written feedback from all panel members, including the Principal and Head of Department. Feedback will be evaluated against the agreed selection criteria and the safeguarding considerations relevant to the role. If a candidate is selected for appointment on the basis of the panel feedback, the process will proceed to the Final HR Interview stage.

Step 9: Final HR Interview

The HR Manager will conduct a final one-to-one interview with the selected candidate to:

- Confirm and finalise the details of the offer of employment, including the agreed salary and contractual terms.
- Discuss and agree the candidate's joining date and commencement of duties.
- Provide the candidate with an overview of the visa and labour card processing requirements and the documentation they will need to provide.
- Address any outstanding questions or concerns raised by the candidate regarding the role or the school.

Step 10: Final Approval

Following the Final HR Interview, the HR Manager will compile all interview feedback, assessment results, and supporting documentation and present a consolidated recommendation to the CEO. Final approval from the CEO must be obtained before any formal offer of employment is extended to the candidate. No offer may be made without the CEO's written authorisation. Upon CEO approval, HR will issue the formal offer letter to the successful candidate.

Part B – Onboarding Process

Upon acceptance of the formal offer of employment, the following structured onboarding process will be initiated by the HR Manager to ensure that all newly appointed staff are comprehensively prepared, fully compliant, and safely integrated into the school community before assuming their professional duties.

Step 1: Offer Completion

After the offer has been finalised and accepted, the HR Manager will share the following documentation with the new staff member:

- **Joining Form** – to be completed and returned by the new staff member prior to their commencement date.
- **Staff Details Form** – capturing all personal, professional, and emergency contact information required for the staff member's HR file.
- **Code of Conduct (Designation-Specific)** – setting out the professional standards and behavioural expectations applicable to the staff member's specific role and designation, as required by KHDA.
- **Code of Conduct (Policy Assurance)** – a general code of conduct confirming the staff member's commitment to adhering to all school policies and regulatory requirements.

All documentation must be signed and returned to HR before the staff member's first day of employment.

Step 2: HR Induction

The HR Manager will conduct a comprehensive HR Induction for all new joiners on or before their first day of employment. The HR Induction will cover:

- A full overview of the school's key HR and disciplinary policies, including the Staff Dress Code Policy, Staff Absenteeism Policy, and the school's Non-Disclosure Agreement (NDA) Policy, all of which are mandatory requirements under KHDA.
- An explanation of the school's code of conduct and the professional standards expected of all staff members at OUR SCHOOL.

- The signing of all required policy acknowledgement forms by the new staff member, confirming their understanding and acceptance of the school's policies and expectations.
- An introduction to the school's systems, communication platforms, and administrative procedures relevant to the staff member's role.

Step 3: Safeguarding Induction

All newly appointed staff members must complete a mandatory Safeguarding Induction, delivered by the Safeguarding Lead, before commencing duties with students. The Safeguarding Induction will cover:

- The school's Safeguarding and Child Protection Policy and the legal and regulatory obligations of all staff in relation to child safety.
- The procedures for identifying, reporting, and responding to safeguarding concerns, including the correct use of the Safeguarding Report Form.
- The boundaries and expectations of professional conduct in relation to student welfare, including appropriate staff-student relationships and online safety responsibilities.
- The contact details and escalation procedures for safeguarding concerns, including the designated Safeguarding Lead and any relevant external agencies.

Completion of the Safeguarding Induction must be confirmed and signed off by the Safeguarding Lead before the new staff member begins working with students.

Step 4: Police Clearance

The HR Manager will apply for police clearance for all newly appointed staff members through the KHDA portal as a mandatory pre-commencement requirement. Key provisions of the police clearance process are as follows:

- Police Clearance is a non-negotiable requirement for all staff appointments at OUR SCHOOL, regardless of role or seniority.
- **The cost of police clearance is AED 220** and is to be paid by the staff member.
- The HR Manager will initiate the police clearance application promptly upon the confirmation of the appointment and will monitor progress to ensure it is completed within the required timeframe.
- Staff members must cooperate fully with the police clearance process and provide all required documentation and information as requested by HR.

Step 5: KHDA Approval Process

Following the completion of the initial onboarding documentation and police clearance application, the HR Manager will initiate the formal KHDA approval process for the newly appointed staff member. This process involves the submission of all required documentation to the Knowledge and Human Development Authority for formal

endorsement of the appointment. No staff member may commence duties in a regulated role at OUR SCHOOL until KHDA approval has been formally granted.

Step 6: PRO Coordination

Upon receipt of formal KHDA approval for the new appointment, the HR Manager will:

- Formally notify the PRO (Public Relations Officer) of the successful KHDA approval and provide all documentation required to initiate the visa and labour card processing.
- Seek written approval from the CEO for the commencement of visa and labour card processing before any application is submitted to the relevant regulatory authorities.
- Ensure that all required forms, including the Visa and Labour Card Approval Form, are accurately completed and submitted to the PRO in a timely manner.

Step 7: Visa and Labour Processing

Upon receipt of CEO approval, the PRO will initiate the formal visa and labour card processing for the newly appointed staff member. The HR Manager will monitor the progress of this process and maintain regular communication with the PRO to ensure that all applications are completed within the required regulatory timeframes. The new staff member will be kept informed of the status of their visa and labour card processing throughout.

Step 8: Performance Monitoring

During the probationary period, the HR Manager will follow up regularly with the relevant Head of Department to monitor the performance evaluation of the newly appointed staff member. Performance evaluations will be conducted by the Head of Department using the Probation Form (Academic) and will assess the staff member's professional competence, pedagogical effectiveness, adherence to school policies, and overall suitability for continued employment at OUR SCHOOL. Findings will be reported to the HR Manager and SLT in a timely and structured manner.

Step 9: Policy Compliance Monitoring

Throughout the onboarding period and beyond, the HR Manager will monitor the policy compliance of all newly appointed staff members, with particular attention to:

- Adherence to the school's Safeguarding and Child Protection Policy and all associated reporting obligations.
- Compliance with the Staff Dress Code Policy and the professional presentation standards expected of all OUR SCHOOL employees.
- Compliance with the Staff Absenteeism Policy, including punctuality, attendance reporting, and leave procedures.
- Adherence to the school's disciplinary policies and code of conduct in all professional interactions with students, colleagues, and families.

Any concerns regarding policy compliance identified during the onboarding or probationary period will be addressed promptly and in accordance with the school's disciplinary procedures.

7- Accountability

Accountability for the implementation of the Safer Recruitment Policy at New Dawn Private School is clearly defined across all levels of the organisation to ensure rigour, consistency, and the highest standards of child safety throughout the recruitment and onboarding process.

- **Board of Governors (BOG):** Holds overall strategic accountability for the effectiveness of this policy and its alignment with KHDA, MOE, and child protection regulatory requirements.
- **Quality Assurance Representative (QAR):** Provides independent oversight of recruitment and onboarding procedures, ensuring compliance with policy and consistency of application across the school.
- **Chief Executive Officer (CEO):** Holds final approval authority for all vacancies and all appointments and is accountable for ensuring that no staff member is appointed without the completion of all required checks and authorisations.
- **Senior Leadership Team (SLT):** Oversees the implementation of the policy, participates in interview and assessment processes, and ensures that all newly appointed staff are effectively supported during their induction and probationary period.
- **HR Manager:** Holds primary operational accountability for managing the full recruitment and onboarding cycle, ensuring that all procedures are followed in full and that all required documentation is completed, signed, and retained.
- **Safeguarding Lead:** Is accountable for ensuring that all new staff receive a comprehensive and effective Safeguarding Induction before commencing duties with students.
- **Heads of Department / Line Managers:** Are accountable for participating objectively in the interview and assessment process and for monitoring the performance and compliance of newly appointed staff during the probationary period.
- **IT Department:** Is accountable for the timely and accurate registration of all new staff members in school systems and the provision of all required digital access.

Failure to adhere to the recruitment and onboarding procedures set out in this policy will be addressed in accordance with the school's **Staff Code of Conduct** and may result in **disciplinary action**. Any appointment made without the completion of all required checks and approvals will be subject to immediate review by the SLT and CEO.

8- Review and Update

This policy will be reviewed annually to ensure it remains fully aligned with the school's commitment to child safety, the operational requirements of the HR department, and the regulatory expectations of KHDA, MOE, and UAE Labour Law. Adjustments will be made as necessary to strengthen recruitment and onboarding practices and to incorporate developments in safer recruitment best practice. The Quality Assurance Representative will oversee the annual review process and ensure that any revisions are communicated effectively to all relevant stakeholders.

9- Related Forms and Documents

- Staff Code of Conduct
- Safeguarding and Child Protection Policy
- Staff Handbook
- Staff Absenteeism Policy
- Staff Dress Code Policy
- Staff Resignation and Termination Policy
- Application Form
- Joining Form 1
- Staff Details Form
- Code of Conduct
- Safeguarding Report Form
- Probation Form – Academic
- Reference Check Form
- Qualification Verification Record
- Visa and Labour Card Approval Form

10- References

- KHDA School Inspection Framework – Knowledge and Human Development Authority, UAE
- KHDA Safer Recruitment and Child Protection Requirements for Private Schools in Dubai
- Ministry of Education (MOE) – UAE Federal Regulations and Guidelines for Private Schools
- UAE Labour Law – Federal Decree-Law No. 33 of 2021 on the Regulation of Labour Relations
- UAE Federal Law No. 6 of 1973 on Immigration and Residence, and its amendments
- UAE Child Protection Law – Federal Law No. 3 of 2016 on Child Rights (Wadeema's Law)
- Dubai Municipality Workplace Guidelines

- New Dawn Private School – Safeguarding and Child Protection Policy
- New Dawn Private School – Staff Code of Conduct
- New Dawn Private School – Staff Handbook