



Safer Recruitment Policy

Approved policy

Policy owner	HR Manager
Approval authority	Board of Governors
Status	Approved
Effective date	1 September 2026
Next review date	1 September 2027

1 Purpose

This policy establishes a consistent, evidence-based recruitment process that deters unsuitable applicants, identifies safeguarding concerns and ensures that only suitable adults are appointed or engaged to work with pupils at EISB.

- safeguarding is considered at every stage, from workforce planning to induction and probation
- appointments are fair, transparent and based on the job description and person specification
- required identity, employment, qualification, criminal-record, immigration and suitability checks are completed and recorded
- the school can demonstrate compliance with host-country requirements and its adopted safeguarding standards

2 Status and regulatory context

EISB operates in the Republic of Iraq. Iraqi law and lawful directions from the competent authorities take precedence. The school also adopts recognised international safeguarding and safer recruitment practice as an internal benchmark. Keeping Children Safe in Education 2026 is used as recognised safeguarding guidance and is not presented as Iraqi law.

This policy should be read with the EISB Child Protection and Safeguarding Policy, Staff Code of Conduct, Single Central Record Policy, Records Management Policy, Whistleblowing Policy and Data Protection procedures.

3 Scope

This policy applies to permanent and temporary staff, leaders, supply or agency staff, contractors, consultants, interns, volunteers and any other adult whose role may give regular or unsupervised access to pupils. Proportionate arrangements also apply to visiting professionals and service providers.

4 Core principles

Safeguarding first. Pupil welfare takes priority over speed, convenience or a candidate's professional profile.

Consistency and fairness. Candidates are assessed against the same published essential criteria and reasonable adjustments are made where appropriate.

Verification. The school verifies information directly and does not rely on a CV, verbal assurance or an unverified copy alone.

Proportionality. Checks reflect the role, access to pupils, countries of residence and employment history, while sensitive information is limited to what is necessary.

Documented decisions. Shortlisting, interview evidence, checks, risk decisions and approvals are recorded so that the process can be audited.

5 Roles and accountability

Role	Responsibility
Board of Governors	Approves the policy; assures itself that safer recruitment is effective; leads or oversees appointments to the most senior posts; receives material compliance reports.
Administration Director	Authorises and oversees recruitment for administration and support staff; ensures resources are available; approves any exceptional risk-managed arrangement for those staff; reports serious failures to the Board.
Academic Director	Oversees recruitment and professional-status checks for academic staff; shares check results with the HR Department; approves exceptional risk-managed arrangements for academic staff; reports serious failures to the Board.
HR Manager	Owns this policy and the recruitment process; maintains current recognised safer recruitment certification; checks documentation; maintains recruitment files and the SCR; advises panels; prevents an individual from starting when requirements are not met.
Designated Safeguarding Lead	Advises on safeguarding questions, concerns, allegations, low-level concerns and risk assessments; supports referral decisions.
Recruitment Panel	Comprises an HR Department representative and the candidate's potential line manager. The panel defines the role, shortlists against agreed criteria, interviews the candidate, tests suitability and safeguarding understanding, records evidence and discloses conflicts of interest.
All staff	Report concerns, conflicts, undeclared relationships or information relevant to the suitability of an applicant or worker.

6 Planning and advertising

- Recruitment must be authorised before advertising and must use an up-to-date job description and person specification.
- The job description must state the role's safeguarding responsibilities and expected professional conduct.
- The person specification must distinguish essential and desirable criteria, including qualifications, experience, language needs and safeguarding competence.
- Advertisements must state EISB's commitment to safeguarding, that pre-employment checks will be required and that online searches may be undertaken for shortlisted candidates.
- The Recruitment Panel comprises an HR Department representative and the candidate's potential line manager. The HR Manager maintains current recognised safer recruitment certification and ensures the panel follows this policy. No panel member may participate where an actual or perceived conflict of interest is unmanaged.

7 Applications and declarations

Candidates must complete the EISB application form. A CV may supplement but must not replace the application form. The form must obtain a complete chronological education and employment history, explanations for gaps, referee details, relevant qualifications, countries of residence or work, and a signed declaration that information is complete and accurate.

Shortlisted candidates must complete a confidential self-declaration covering information relevant to their suitability to work with children, subject to applicable law. The declaration is reviewed only by authorised staff. Disclosed information is assessed fairly and does not automatically bar appointment unless it demonstrates unsuitability or a legal restriction.

8 Shortlisting and online due diligence

- At least two people shortlist independently against the published essential criteria and then agree a recorded decision.
- Panels identify gaps, inconsistencies, repeated moves, unexplained career changes and incomplete answers for clarification at interview.
- HR completes a proportionate online search for shortlisted candidates as part of due diligence, informs candidates that this will occur, searches only publicly available information relevant to suitability, and records only relevant findings.
- Protected characteristics, personal opinions unrelated to suitability and irrelevant private information must not influence the decision.
- Any concern is put to the candidate fairly and considered with the DSL or HR Manager before a decision is made.

9 References

EISB requires references from the candidate's two most recent schools or employers. After the candidate accepts a conditional offer and gives permission for direct contact, HR sends each referee a secure online reference link. The reference form confirms employment dates, role and responsibilities, reason for leaving, suitability to work with children, safeguarding or disciplinary concerns, performance and any other information relevant to the appointment.

- References are requested directly by EISB from an official organisational address and are not accepted solely as open or candidate-provided testimonials.
- The two referees should normally be an HR representative or another authorised senior representative of the candidate's two most recent schools or employers.
- HR verifies the referee's identity and authority, compares the response with the application, follows up vague or inconsistent answers and makes a dated record of verification.

- Where a reference cannot be obtained, HR documents repeated attempts and seeks alternative independent evidence. Employment is not confirmed until HR and either the Administration Director for administration or support staff, or the Academic Director for academic staff, are satisfied that the available evidence provides sufficient assurance.

10 Interview and selection

Interviews are structured and evidence based. The same core questions are asked of all candidates for the role, with follow-up questions used to test individual history and responses. Notes must record the substance of answers and the panel's assessment, not only scores.

- At least one safeguarding scenario or values-based question must test professional boundaries, reporting and response to a disclosure or concern.
- The panel explores employment gaps, discrepancies, reasons for leaving, disciplinary matters, suitability declarations and online-search findings.
- For teaching roles, selection should include an appropriate task such as a lesson, presentation or curriculum exercise, conducted with safe supervision of pupils.
- Original identity and qualification documents are examined at interview where practicable; copies are marked as verified, dated and signed by the checker.
- The panel records its decision against the criteria and states why the selected candidate is suitable. Recruitment records must never contain discriminatory or irrelevant commentary.

11 Conditional offer and required checks

Every candidate selected for appointment receives a written conditional job offer. The offer requires the candidate's explicit permission for EISB to contact the two most recent schools or employers directly through the online reference form and to complete all other applicable Single Central Record requirements. No appointment is confirmed and no unconditional offer is issued until HR has reviewed the completed checks and authorised clearance. The exact checks depend on the role and the person's history, but include the following where applicable.

Check	EISB requirement
Identity	The HR Department examines the original passport or national identity document, confirms the person's identity, and signs and dates the copy to certify it as a true copy of the original. If the original cannot be produced, the candidate is not cleared until HR verifies the document through the issuing authority or another approved verification route, with the candidate's written permission.
Right to work	Verify the legal right to work in Iraq and required visa or work permissions. Record the check and expiry or review date.
Qualifications	The HR Department examines each original qualification required for the role and signs and dates the copy to certify it as a true copy of the original. If an original certificate cannot be produced, HR contacts the awarding body directly to confirm authenticity, using the candidate's written permission, and records the response and checker.
Employment history	Reconcile the application, references and evidence; obtain satisfactory explanations for gaps and discrepancies.

Check	EISB requirement
Criminal-record and police checks	Obtain Iraqi and overseas police or criminal-record evidence appropriate to residence, nationality and work history, where available and lawful.
UK work history	For anyone who has ever worked or currently works in the UK, obtain an International Child Protection Certificate as an EISB safeguarding requirement. Consider further checks where the certificate is insufficient.
Professional status	All staff agree, as a condition of appointment, to relevant professional-status checks. For academic staff, the Academic Director uses EISB's COBIS partnership to check QTS, ECT induction, teacher-prohibition status and other applicable professional standing, then shares the results with HR for the personnel file and SCR. These checks do not replace other required checks.
Medical fitness	After the conditional offer, the candidate completes EISB's self-declaration of medical fitness for the job. HR retains the declaration securely and records only the fitness outcome and any necessary workplace adjustments on operational records.
References and declarations	Complete satisfactory reference verification and review the candidate's signed suitability declaration.

11.1 Overseas checks

Where a person has lived or worked outside Iraq, HR identifies the relevant jurisdictions and obtains checks that are reasonably available. If a certificate is unavailable or does not provide sufficient assurance, EISB uses additional evidence such as employer verification, professional-regulator checks, embassy or authority guidance, further references and a documented safeguarding assessment. Difficulty obtaining a check is not treated as proof of suitability.

11.2 Existing or returned staff

A new check may be required when a person returns after a break in service, changes to a materially different role, acquires new overseas history, or where new information creates a safeguarding concern. HR records the rationale.

12 Exceptional delayed checks

EISB requires relevant suitability checks to be completed before appointment. The school therefore does not normally permit a person to begin duties until checks are complete. In a genuinely exceptional and legally permissible case, the Administration Director for administration or support staff, or the Academic Director for academic staff, together with the HR Manager and DSL, must approve a written, time-limited risk assessment before any limited duties begin.

- identity and right-to-work checks must be complete and there must be no known safeguarding concern
- the outstanding evidence, attempts made, reason for delay and deadline must be recorded
- the person must have no unsupervised access to pupils and must remain under named supervision
- access to premises, systems, transport, trips and one-to-one activity must be restricted as required
- the arrangement must be reviewed frequently and ended if evidence is not received or concerns emerge

13 Agency staff contractors and volunteers

Before agency or supply staff begin, EISB obtains written confirmation of the checks completed, dates and any relevant information; verifies identity on arrival; and decides that the person is suitable for the work. Contract terms must permit EISB to audit assurance. Contractors and volunteers receive checks and supervision proportionate to their duties and access to pupils. Unchecked adults must not have unsupervised access.

14 Senior leaders governors and proprietors

Appointments to senior leadership are overseen by the Board or its authorised panel. Appropriate checks must also be completed for proprietors and governors in accordance with host-country requirements and EISB safeguarding procedures. No individual verifies or approves their own checks.

15 Single Central Record and personnel files

HR records completed checks on the SCR promptly and retains supporting evidence in the secure personnel file in line with the SCR and Records Management policies. The SCR records the outcome and completion date, not unnecessary sensitive detail. Any restriction, risk assessment or time-limited permission must be clear and actively monitored.

16 Induction probation and continuing suitability

- Before or at the start of work, staff receive safeguarding induction, reporting routes, the Staff Code of Conduct, whistleblowing arrangements, low-level concerns procedures and relevant technology or data-security expectations.
- All staff read KCSIE 2026 Part One as an EISB safeguarding benchmark and acknowledge the school's applicable policies.
- All staff complete safeguarding training through The National College, Department for Education Prevent training and EISB child protection training annually. HR maintains completion records and follows up overdue training.
- Probation reviews include conduct, professional boundaries, safeguarding practice and completion of required training.
- Staff must promptly disclose any arrest, charge, conviction, professional sanction, investigation or other change that may affect suitability, subject to applicable law.
- Concerns after appointment are managed under safeguarding, allegations, low-level concerns, disciplinary and referral procedures as appropriate.

17 Confidentiality retention and candidate rights

Recruitment information is restricted to authorised personnel, stored securely and retained only for the approved period. Unsuccessful candidates may request correction of factual errors and may raise a recruitment complaint, but do not have a right to confidential referee material or other information where disclosure is restricted by law or another person's rights.

18 Monitoring breaches and review

The HR Manager completes termly sample checks and an annual recruitment-file and SCR audit. Material gaps relating to administration or support staff are escalated immediately to the Administration Director and DSL. Material gaps relating to academic staff are escalated immediately to the Academic Director and DSL. The Board is informed where appropriate. Deliberately bypassing this policy, falsifying a record or allowing unauthorised unsupervised access may result in disciplinary action and external referral.