

## POL/HR0007 – Safer Recruitment Policy

Policy Title:	Safer Recruitment Policy
Policy Number:	POL/HR0007
Version:	5
Effective Date:	27 December 2018
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Supersedes:	Version 4: Criminal Clearance Checks Policy Implemented in August 2016
Approved By:	Chief People Officer

### 1. Purpose

- 1.1 The purpose of this policy is to set out a clear framework for completing background checks for all new/perspective GEMS Education employees to ensure suitability for employment.

### 2. Scope

- 2.1 The policy applies to all GEMS Education employees.

### 3. Policy Statements

- 3.1. GEMS Education is committed to safeguarding and promoting the welfare of children and young people. GEMS Education aspires to recruit employees that share and understand our commitment, and requires all employees and volunteers to demonstrate this commitment in every aspect of their work.
- 3.2. GEMS Education recognises that Safer Recruitment can only be achieved through sound procedures, good inter-agency cooperation, and the recruitment and retention of competent employees. Sound recruitment procedures help deter, reject or identify people who might abuse children.
- 3.3. All applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent, and must provide an up-to-date Criminal Records Clearance as per section 6.5 of this policy.
- 3.4. GEMS Education's commitment to Safer Recruitment does not discriminate nor exclude individuals with criminal records from obtaining a position in the Company. Safer Recruitment ensures fair treatment, and provides those with criminal convictions the opportunity to establish their suitability to hold an appropriate position.

### 3.5. Pre-employment Checks

The following pre-employment checks must be undertaken by responsible individuals designated by the Senior Leadership Team (SLT) of the School or Business Unit for every candidate selected for appointment at GEMS Education:

- Receipt of at least two satisfactory professional references, one of which will be from the current or most recent employer, completed in the standard Reference Pro-forma (Appendices C-H);
- Verification of the candidate’s identity in line with the requirements of The Immigration Department of the UAE or country of work placement (refer to section 4.6 for definition);
- A Barred List Check (for UK nationals);
- A prohibition from teaching check (UK, USA, EEA teaching staff);
- A satisfactory police clearance from the country of origin
- Verification of qualifications;
- Verification of professional registration as required by law for teachers, medical professionals, and therapists.

3.6 All third party service providers, contractors, and agencies who are providing personnel responsible for non-regulated activity must as a minimum provide GEMS Education with the following safer recruitment pre-employment checks

- Identity verification;
- Police clearance from the country of origin of the employee;
- UAE good conduct certification

## 4. Definitions

### 4.1 Spent Conviction

Convictions with a sentence of 4 years or less will become spent after a certain period of time. This is known as a ‘rehabilitation period’. Its length depends on how severe the penalty was.

#### Rehabilitation periods:

<u>Custodial sentence</u>	<u>Rehabilitation period (from end of sentence)</u>
0 - 6 months	2 years

<u>Custodial sentence</u>	<u>Rehabilitation period (from end of sentence)</u>
6 - 30 months	4 years
30 months - 4 years	7 years
more than 4 years	never
<u>Non-custodial sentence</u>	<u>Rehabilitation period (from end of sentence)</u>
community order	1 year
fine	1 year (from date of conviction)
absolute discharge	none

#### 4.2 Unspent Conviction

All other convictions that are not covered by the Spent Conviction definition as outlined in 4.1.

#### 4.3 Bind-over

Where a person has been instructed by a regulatory authority to refrain from certain activities for a fixed period.

#### 4.4 Caution

A formal warning given by the police to any one aged 10 years or older who has admitted that they are guilty of a minor crime.

#### 4.5 Regulated Activity

Regulated activity includes:

- a) Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children;
- b) Work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;
- c) Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:
  1. Relevant personal care or health care provided by or provided under the supervision of a health care professional;
  2. Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing;

3. Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

#### 4.6 Country of Work Placement

This refers to the country wherein the prospective employee will be working within/for GEMS Education (i.e. the UAE, Qatar, Egypt, Saudi Arabia etc.)

### 5. Responsibilities

- 5.1 It is the responsibility of all potential and existing workers, including volunteers, to comply with the Safer Recruitment Policy.
- 5.2 It is the responsibility of all Principal/CEOs and Heads of Departments/Heads of Business Units to:
  - Ensure that employees who are involved in the recruitment process have received Safer Recruitment training and have successfully completed a Safer Recruitment training assessment through the training provider of choice as selected by the School Support Centre Education Department;
  - Ensure that all employees who have responsibility for administering checks through the GEMS On-boarding Zone have been trained to do so;
  - Ensure that every appointment panel includes at least one member who has received Safer Recruitment training;
  - Ensure that a single central record of recruitment and vetting checks is kept and maintained at all times in line with GEMS requirements: Appendix A – Single Central Record, Pre-employment checks as detailed in section 3.5 of this policy document;
  - Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure in section 3.6. The Internal Audit function will monitor the compliance with these measures;
  - Require employees who are convicted or cautioned for any offence during their employment with GEMS Education to notify in writing, the Principal/CEO (School)/Head of Department/BU (Business Unit) and the HR Representative of the School or Business Unit of the offence and the penalty within 48 hours of receipt of the conviction or caution;
  - Notify the relevant P&O Business Partner of any members of staff who are convicted or cautioned for any offence during their employment with GEMS Education;
  - Ensure that the School/Business Unit operates Safer Recruitment procedures and makes sure all appropriate checks are carried out on all employees and volunteers who work at the School/Business Unit;
  - Promote welfare of children and young people at every stage of the procedure.

- 5.3 It is the responsibility of the School Support Centre People & Organisation Department to:
- Ensure each School, Business Unit, and the School Support Centre has effective policies and procedures in place for the recruitment of all employees and volunteers in accordance with this guidance and local legal requirements;
  - Provide the opportunity through <https://careers.gemseducation.com> on-boarding platform for all new employees to submit their evidence of safer recruitment checks through a secure platform;
  - Monitor Schools' and Business Units' compliance with this policy on a periodic basis.
- 5.4 It is the responsibility of the Head of Child Safeguarding and Child Protection to:
- Provide support, guidance and clarity on the application of this policy and procedure in the event of uncertainty and completion of Safer Recruitment risk assessments in collaboration with P&O Business Partners.

## 6. Procedures

### 6.1 Applications

- 6.1.1 Standard Application forms are to be completed by all candidates in the on-boarding zone prior to joining. GEMS Education requires candidates to account for any gaps or discrepancies in employment history on both CV and application form. Where an applicant is shortlisted, these gaps will be discussed and recorded during the interview.
- 6.1.2 Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (e.g. National Body for Teaching and Leadership in the country of origin of the employee).

### 6.2 References

- 6.2.1. References will be sent for immediately after successful interview and prior to the issuance of contract offer of employment being made.
- 6.2.2. References must be in writing on the standard Reference Proforma applicable to the category of the prospective employee (refer to Reference Proformas - Appendices C-H), and be specific to the job for which the candidate has applied. Open references or testimonials are not acceptable. The School/Business Unit will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

#### 6.2.3. Reference requests will specifically ask:

- About the referee's relationship with the candidate.
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

6.2.4. Referees will also be asked to confirm details of:

- The applicant's current post, length of service, salary and attendance record
- Performance history and conduct
- Any disciplinary procedures for which the sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any for which the sanction has expired, and the outcome of those procedures
- Details of any substantiated allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children, and the outcome of those concerns

6.2.5. Cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references. A history of repeated concerns of allegations which have all been found to be false, unsubstantiated or malicious should not be included in any reference.

6.2.6. Non-consent of a Referee to provide a Reference

Every attempt should be made to obtain two full and valid professional references in the effort of safeguarding, however, there may be instances where a former employer/referee does not consent to comment on the performance, aptitude, disciplinary proceedings or reasons for leaving of its former employee. In such cases, and only if attempts have been made to obtain a full reference from two alternative reference sources, can an Abridged Reference Proforma be utilized – Appendix I.

If all attempts have been made to obtain two full or Abridged Reference Checks for an employee but have failed, the HR representative must file the associated correspondence proving attempts to obtain reference checks have been made in the employee's personnel file. Additionally, because sufficient references were not obtained which would give an indication of the employee's prior conduct, it is imperative that on an annual basis within the performance appraisal the Line Manager writes a "Statement of Conduct" that details observations about the employee's conduct particularly as it relates to child interaction, safeguarding and protection.

Such cases of involuntary non-compliance must be flagged by the HR Representative to the SSC P&O Department and recorded in a central register in order to monitor ongoing compliance with the in the "Statement of Conduct" during the annual review.

6.2.7. Existing Employees References (historic compliance)

Where historical non-compliance exists with reference checks for employees already employed within GEMS EDUCATION the following regulations will apply from the effective date of this policy:

- Employees employed for less than 3 years-

Two full and valid reference checks must be obtained in accordance with the details outlined in this section 6, using the Reference Proforma Appendices C-H (depending on the appropriate staff category).

- Employees employed for more than 3 years –

HR representatives for the School/unit must obtain a reference check from the employee's current Line Manager using the Reference Proforma Appendices C-H (depending on the appropriate staff category).

In the event of a non-consent or non-return of the requested reference(s) check(s) for those employees employed for less than 5 years, please refer to 6.2.6.

### 6.3 Self-Declaration of Convictions by Job Applicants.

6.3.1 GEMS Education policy requires shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether 'spent' or 'unspent', and includes any cautions and pending prosecution. Such declarations will be made on an appropriate form and should be submitted to the relevant School HR or GEMS Education recruitment team, marked strictly private and confidential, prior to the interview. The GEMS Education recruitment team, or the School Leadership Team will also discuss relevant, positive declarations confidentially with the applicant at interview. The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive police check disclosure.

6.3.2 In the event that an applicant has criminal convictions whether 'spent' or 'unspent' the School must complete the risk assessment in Appendix B to determine whether they are going to proceed with the potential employment of the applicant.

### 6.4 Interviews

6.4.1 The selection process will always include the following:

Face to face and/or Teleconference professional interview including a question related to safeguarding children (in line with the GEMS Safeguarding Policy– as found on SharePoint)

### 6.5 Pre-Employment Vetting

6.5.1 The School must act reasonably in making decisions about the suitability of the prospective employee, based on checks and evidence, including: criminal records checks, barred list checks and prohibition checks, together with references and interview information.

6.5.2 The level of police checks required, and whether a prohibition check is required, will depend on the role and duties of an applicant to work in a School, as outlined below.

6.5.3 In addition to obtaining a police check certificate, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. These checks are mandatory for schools in England, and it is considered best practice for international schools employing UK, USA and EU teaching staff as well.

6.5.4 Prohibition Order checks should be done as part of the pre-employment checking process and a record must be kept on the School's single central record. A Prohibition Order check ensures the teacher is not prohibited from teaching.

#### 6.5.5 New Joiners

##### Overseas

- All overseas sourced employees should obtain police clearance from country of origin prior to joining.
- GEMS Education can accept existing Police clearance from candidates joining from countries with established Police clearance processes (UK, U.S, Ireland, Canada, Australia, New Zealand, U.S) if dated within 3 years, ONLY if the candidate can evidence that there have been no gaps in employment history since issue of clearance. All other nationalities will require a police clearance that has been issued within 6 months of the date of GEMS offer of employment.

##### Locally sourced (UAE)

- All new joiners based in the UAE for 30 days + should provide UAE good conduct certification
- All new joiners based in the UAE for less than 5 years' should provide evidence of police clearance provided to previous employer or obtain new clearance from home country.
- In the event that the candidate has returned to their country of origin for a period of 3+ Months between employers, they should obtain a renewed police clearance from that country.

#### 6.5.6 Existing Employees

Any existing employees with less than 3 years' service without clearance from country of origin should obtain such clearance

Existing employees with 3+ years' service without clearance from country of origin must obtain UAE good conduct certification

#### 6.5.7 Prohibition Checks

##### Prohibition from Teaching



- Until very recently this was only for teachers who had qualified teacher status (QTS). This is no longer the case. The check should be done retrospectively, and cover staff who have been appointed since 1 April 2012. Although there is no requirement to retrospectively check teachers who commenced their current employment prior to that date it would still be prudent to do so.
- Section 128 check to check the person has not been prohibited from the management of Schools.
- European Economic Area (EEA) Online Checks
- In addition to the Prohibition checks, a School will need to check whether a teacher who has trained or worked in the European Economic Area (EEA) has received any restrictions on their teaching.

## 6.6 Employment Offer

- 6.6.1 It may be possible to negotiate a provisional start date with the preferred candidate. However, with the exception of police checks, the checks detailed above must all be completed BEFORE commencement of employment. In the case of police checks and disclosures, the certificate must be obtained before or as soon as practicable after appointment and a risk assessment carried out (see Appendix B)
- 6.6.2 Once all pre-employment checks have been satisfactorily completed/received, a confirmed start date may be given. The contract will be issued as soon as possible but in all circumstances before employment commences.

## 7. Proof of Identity and Right to Work in the UAE, or country of work placement and Verification of Qualifications and/or Professional Status

- 7.1 Successful applicants for all posts will be required to provide proof of identity by producing documents in line with those set out in The Immigration laws of the UAE or the country of work-placement.
- 7.2 Successful candidates will also be required to provide proof of their attested qualifications and professional status by producing documentation through the GEMS On-boarding platform. The School will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application, by review of this documentation. If the original documents are not available, the School will require sight of a properly certified copy.
- 7.3 Proof of identity and other documentation will be verified by the HR representative of the School/Business Unit/SSC as appropriate.

## 8. Record Retention/Data Protection

See GEMS Education Data Protection Policy  
POLHR0026 Recruitment Policy  
POLHR0007GEMS Safeguarding Policy  
POLIA001 Whistleblowing Policy

## 9. Personal File Records

- 9.1 The School will retain the following information which will make up part of the personal file for the successful candidate:
- Application form
  - References
  - Disclosure of convictions form
  - Proof of identification
  - Proof of academic qualifications
  - Proof of registration with national professional body.
  - Certificate of Good Conduct / right to work in the UAE (where applicable)
  - Evidence of the police check / clearance

## 10. Single Central Record of Recruitment Vetting Checks

- 10.1 In line with GEMS Education requirements, all GEMS Schools will keep and maintain a single central record of recruitment and vetting checks and must be kept up to date for all employees as noted below. The central list will record all employees who are employed at the School, including casual employees, supply employees whether employed directly or through an agency, volunteers, GEMS School Support Centre team, those who work as volunteers, those who provide regular additional teaching or instruction for pupils but who are not staff members, e.g. specialist sports coach or artist.
- 10.2 The central record will indicate whether or not the Pre-employment Checks as detail in section 3.5 have been completed (see Appendix A for the required Single Central Record Fields and further information on the different types of police checks).
- 10.3 It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.
- 10.4 GEMS Education has a specific safeguarding related POLIA001 Whistleblowing Policy which has been disseminated to all employees and volunteers.
- 10.5 GEMS Education promotes a culture of vigilance where all concerns are listened to and taken seriously.

The UK government have provided a full list of every country in the world who provide a police check service. Information on all these checks can be found on the following link.

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

**Appendix A – Single Central Record Fields**

Identity					Position Held	Qualifications and Registration			Prohibition Order Check (Those carrying out teaching work only)		Section 128 Direction Check (see notes page)		Vetting Checks (Mandatory)										Right to work in the UAE			Childcare Disqualification Checks		Further checks for those who have worked or lived overseas												
Full Name	Home Address	DOB	Date ID Verified	ID Verified By	Date of employment	Job Title (e.g. Teacher/ Volunteer/ Admin)	Teaching Qual's Required (Yes / No)	Teacher Reference Number	Date Seen	Evidence Seen by	Check Required? (Yes/No)	Date of Check	Check undertaken by	Check Required? (Yes/No)	Date of Check	Check undertaken by	Date of ISA Barred List Check (previously List 99)	Evidence checked by	Date Evidenced Checked	Date DBS (formerly CRB) Check seen	DBS (formerly CRB) Disclosure Number	Does the DBS check include a Barred List Check?	DBS Update Service used to check existing DBS certificate? (Yes/No)	Date DBS Update Service check completed	DBS Update Service check undertaken by	Date Police check issued	Reference number of Police check	Police check evidence checked by	Date police check evidence checked	Risk assessment completed Yes/No	Risk assessment date	Evidence of Right to Work in UAE provided	Date evidenced	If Required, Date Visa or Work Permit Expires (Earliest Date)	Evidence Checked By	Self-Declaration Required? Yes/No	Date of last self-declaration	Criminal Record Overseas Checks completed?	Check of any EEA sanctions completed?	Date and position of person undertaking the check(s):

## Appendix B – Risk Assessment for Declarations of Convictions and Positive Disclosures

Risk assessment for declarations of convictions and positive disclosures	
<u>Name of employee / applicant</u>	
<u>Is this person</u>	<ul style="list-style-type: none"> <li>▪ <u>A current employee</u></li> <li>▪ <u>A job applicant</u></li> </ul>
<u>Post held / applied for</u>	
<u>Employee reference number (if applicable)</u>	
<u>Post reference number (if applicable)</u>	
<u>What triggered this risk assessment?</u>	<ul style="list-style-type: none"> <li>▪ <u>Disclosed at application</u></li> <li>▪ <u>Disclosed at interview or during selection</u></li> <li>▪ <u>Positive police check during recruitment</u></li> <li>▪ <u>Disclosed by existing employee</u></li> <li>▪ <u>Repeat check on existing employee with new information</u></li> </ul>
<u>Date of risk assessment</u>	
<u>Risk assessment undertaken by</u>	

<b><u>Details of offences</u></b>		
<u>Offence</u>	<u>Date of caution / conviction</u>	<u>Brief circumstances behind offence (for instance for possession of drug offence what was applicant doing to bring themselves to the attention of police)</u>

### Assessment of risks regarding the post

Please give information about

- *The nature of the role*
- *Does the post have any direct contact with the public and how vulnerable are they?*
- *What is the nature of the contact the post holder has with children / vulnerable adults?*
- *What bearing these offences may have on a person's suitability to work in the role?*
- *Will the nature of the post present any realistic opportunities for re-offending?*
- *What supervision is available and how readily?*
- *Can any safeguards be implemented to reduce/remove any risk? E.g. no unsupervised contact*

### Assessment of risks regarding the person and the offence

Please give information about

- *Whether the individual agrees with the information on the Disclosure*
- *The seriousness of the offence and its relevance to the safety of service users, other employees, or the public*
- *The length of time since the offence*
- *Whether the offence was isolated or part of a history of offending*
- *Any relevant information offered by the person regarding the circumstances which led to the offence being committed*
- *Whether the offence involved a child and / or a vulnerable adult*
- *Whether the person's circumstances have changed since the offence was committed, making reoffending less likely*
- *Whether the behaviour could pose a risk to service users, patients etc.*
- *Had the person fully disclosed the offence on the self-declaration documentation*
- *Whether the offence has come to light retrospectively*
- *The degree of remorse, or otherwise, and their motivation to change*
- *Whether any regulatory or registration body took any action following the conviction*
- *Any relevant information regarding the country in which the offence was committed*

- e.g. some activities are offences in Scotland and not in England and/or Wales and vice versa.*
- *Whether the offence has since been decriminalised by Parliament.*
  - *Are there any assessments and reports from those agencies involved in the applicant's process of rehabilitation e.g. probation service, specialists working in prison, other agencies*
  - *Was the relevant offence committed at work (either paid or unpaid work)?*

<b><u>Recommendations to Safer Recruitment Panel</u></b>	
<u>Risk assessor's summary of assessment</u>	
<ul style="list-style-type: none"> <li>▪ <i>This might include</i></li> <li>▪ <i>Assessment of severity of the caution, conviction or bind over</i></li> <li>▪ <i>Assessment of the circumstances of the occurrence, it reasons</i></li> <li>▪ <i>Assessment of factors such as the person's age at the time, the period of time since the incident, their attitudes, performance employment history and proven remorse since</i></li> <li>▪ <i>The nature of the role and the vulnerability of those they will be working with</i></li> <li>▪ <i>Measures that can be put in place to mitigate risks</i></li> </ul>	
<u>Recommended outcome</u>	<ul style="list-style-type: none"> <li>▪ Withdraw offer of employment</li> <li>▪ Continue with offer of employment</li> <li>▪ Continue with offer of employment with conditions (please give details)</li> <li>▪ Continue with employment</li> <li>▪ Continue with employment with conditions (please give details)</li> <li>▪ Trigger disciplinary or other process (please give details)</li> </ul>
<u>Details</u>	

[1] <https://www.gov.uk/government/collections/dbs-update-service-promotional-material#guidance-for-employers-uk-nationals-dbs-update-service-guidance>  
UK Nationals DBS update service guidance.

### APPENDIX C - REFERENCE PROFORMA – TEACHING STAFF

Name of Applicant:		Position Applied for:					
Name of Referee:		Date:					
<p><i>If you are a representative of the Applicant's current or previous employer, please complete and sign the form. And if necessary, please provide further details on a separate sheet.</i></p>							
What is the name of your organisation?							
What position do you hold? <i>If you are not the Head of Department, please ensure that this reference is countersigned by the Head of Department.</i>							
How long have you worked/did you work with the Applicant?							
Please confirm the Applicant's role and/or duties.							
Please confirm the Applicant's dates of employment		Employment start date:	Employment end date:				
If the Applicant has ceased employment with you, please confirm the reason for the termination of the Applicant's employment.  If the Applicant was dismissed, please explain the reason for the Applicant's dismissal and the surrounding circumstances.							
Please rate the Applicant against the following criteria:		Needs substantial development	Needs development	Acceptable	Good	Outstanding	Comments
Attitude to work							
Passion for teaching and learning							
Attendance/punctuality							
Reliability							
Working relationships with other employees							
Relationships with parents							
Relationships with students							
Planning/preparation for lessons							

Ability to implement planned lessons effectively						
Classroom management						
Marking and feedback						
Commitment to school events						
Extra-curricular involvement						
Technology competency						
Curriculum knowledge - Early Years/Primary or equivalent						
Subject knowledge of English						
Subject knowledge of Maths						
Subject knowledge of Science						
Subject knowledge specialist	Main Subject					
	Secondary Subject					
Is/Was the Applicant? (please tick relevant posts)	<input type="checkbox"/> Curriculum Coordinator <input type="checkbox"/> Form Tutor <input type="checkbox"/> Head of Department <input type="checkbox"/> Head of Year <input type="checkbox"/> Other ( <i>please specify</i> )					
Please confirm the number of days' absence the Applicant took during the final 12 months of their employment.						
*Has the Applicant been the subject of disciplinary proceedings during the last 12 months of their employment? If yes, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.	<input type="checkbox"/> Yes <input type="checkbox"/> No					



<p>Please provide details of any allegations or concerns that have been raised about the Applicant <b>which relate to the safety and welfare of children or young people.</b></p>	
<p>Has the Applicant been the subject of disciplinary proceedings (including but not limited to verbal or written warnings) <b>involving issues related to the safety and welfare of children or young people</b>? If yes, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>With reference to the attached Job Description and Person Specification, are you satisfied that the Applicant has the ability and is suitable to undertake this role? If no, please give specific reasons for your concerns.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Based on your knowledge and experience of the Applicant, do you have any reason to believe that he/she is unsuitable to work with children, and where applicable, vulnerable adults? If yes, please provide details.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Would you be willing to re-employ the Applicant? If no, please explain why.</p>	<p><input type="checkbox"/> Yes, without reservation <input type="checkbox"/> Yes, with reservation <input type="checkbox"/> No, I would not wish to re-employ</p>
<p>Please submit a summary paragraph to describe the Applicant overall, or any other comments you would like to share.</p>	
<p>Signed:  Countersigned by Principal (if applicable)</p>	
<p>Date:</p>	

**APPENDIX D - REFERENCE PROFORMA – SCHOOL BASED NON-TEACHING STAFF**

Name of Applicant:		Position Applied for:				
Name of Referee:		Date:				
<p><i>If you are a representative of the Applicant's current or previous employer, please complete and sign the form. And if necessary, please provide further details on a separate sheet.</i></p>						
*What is the name of your organisation?						
*What position do you hold?						
*How long have you worked/did you work with the Applicant?						
*Please describe your professional relationship with the Applicant (i.e. you are/were their line manager, peer, direct report, etc.)						
*Please confirm the Applicant's role and/or duties.						
Please confirm the Applicant's dates of employment	Employment start date:		Employment end date:			
*If the Applicant has ceased employment with you, please confirm the reason for the termination of the Applicant's employment.  If the Applicant was dismissed, please explain the reason for the Applicant's dismissal and the surrounding circumstances.						
Please rate the Applicant against the following criteria:	Needs substantial development	Needs development	Acceptable	Good	Outstanding	Comments
Overall contribution to the organisation						
Relationship with customers / customer focus						
Communication skills						
Interpersonal skills / working collaboratively						
Relationship with senior management						
Ability to handle pressurized situations						
Meeting deadlines / results orientation						

Attendance						
Punctuality						
Enthusiasm / attitude towards work						
Integrity, trust and compassion						
Personal growth and learning						
Demonstration of accountability						
Emotional resilience						
Consistently aligned to organisational values and ethics						
Ability to plan and prioritise appropriately						
Problem solving ability (solution focused)						
Technical competence (related to position applied for)						
Has the Applicant been the subject of disciplinary proceedings (including but not limited to verbal or written warnings) <b>involving issues related to the safety and welfare of children or young people?</b> If yes, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.	<input type="checkbox"/> Yes <input type="checkbox"/> No					
*With reference to the attached Job Description and Person Specification, are you satisfied that the Applicant has the ability and is suitable to undertake this role? If no, please give specific reasons for your concerns.	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Based on your knowledge and experience of the Applicant, do you have any reason to believe that he/she is unsuitable to work with children, and where applicable, vulnerable adults? If yes, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No					

<p>*Would you be willing to re-employ the Applicant? If no, please explain why.</p>	<p><input type="checkbox"/> Yes, without reservation</p> <p><input type="checkbox"/> Yes, with reservation</p> <p><input type="checkbox"/> No, I would not wish to re-employ</p>
<p>*Please submit a summary paragraph to describe the Applicant overall, or any other comments you would like to share.</p>	
<p>*Signed: Countersigned by Principal (if applicable)</p>	
<p>*Date:</p>	

**APPENDIX E - REFERENCE PROFORMA – SCHOOL BASED EDUCATION LEADERSHIP**

Name of Applicant:		Position Applied for:					
Name of Referee:		Date:					
<i>If you are a representative of the Applicant's current or previous employer, please complete and sign the form. And if necessary, please provide further details on a separate sheet.</i>							
*What is the name of your organisation?							
*What position do you hold?							
*How long have you worked/did you work with the Applicant?							
*Please describe your professional relationship with the Applicant (i.e. you are/were their line manager, peer, direct report, etc.)							
*Please confirm the Applicant's role and/or duties.							
Please confirm the Applicant's dates of employment		Employment start date:		Employment end date:			
*If the Applicant has ceased employment with you, please confirm the reason for the termination of the Applicant's employment.							
Please rate the Applicant against the following criteria:		Needs substantial development	Needs development	Acceptable	Good	Outstanding	Comments
Fostering a safe, purposeful and inclusive learning environment							
Commitment to all students achieving excellence and success							
Ability to build a vision, plan strategically and successfully implement those plans							
Communication skills, openness and approachability							

Develop and sustain constructive, respectful and collaborative relationships with staff, students, parents and other stakeholders						
Leadership and management of quality assurance and school improvement processes, understanding the learning process and its implications for enhancing high-quality teaching and learning						
Lead and manage change within the school environment						
Develop high performing teams and, empower and challenge staff to achieve educational excellence						
Optimization and management of the school's financial, physical and human resources through sound management practices and organisational systems and processes that contribute to the implementation of the school's vision and goals.						
Please provide additional comments on the Applicant's professional qualities or achievements of significant note, if not mentioned in other areas of the reference.						
Please provide additional comments on the Applicant's areas of weakness or areas in need of improvement or development.						
Has the Applicant's health record been a cause for concern? If yes, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No					

<p>*Has the Applicant ever been subject to any disciplinary proceedings where any sanction is still current, or where proceeding are ongoing?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>GEMS Education is committed to the safeguarding and promoting the welfare of young people. *If applicable, please provide details of any allegations or concerns that have been raised about the Applicant <b>which relate to the safety and welfare of children or young people.</b></p>	
<p>Has the Applicant been the subject of disciplinary proceedings (including but not limited to verbal or written warnings) <b>involving issues related to the safety and welfare of children or young people?</b> If yes, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>*With reference to the attached Job Description and Person Specification, are you satisfied that the Applicant has the ability and is suitable to undertake this role? If no, please give specific reasons for your concerns.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Based on your knowledge and experience of the Applicant, do you have any reason to believe that he/she is unsuitable to work with children, and where applicable, vulnerable adults? If yes, please provide details.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>*Would you be willing to recommend the Applicant for this position? If no, please explain why.</p>	<p><input type="checkbox"/> Yes, without reservation <input type="checkbox"/> Yes, with reservation <input type="checkbox"/> No, I would not wish to recommend</p>

<p>*Please submit a summary paragraph to describe the Applicant overall, or any other comments you would like to share.</p>	
<p>*Signed:</p>	
<p>*Date:</p>	



**APPENDIX F - REFERENCE PROFORMA – EXECUTIVE EDUCATION LEADERSHIP (NON-SCHOOL BASED)**

Name of Applicant:		Position Applied for:					
Name of Referee:		Date:					
<p><i>If you are a representative of the Applicant's current or previous employer, please complete and sign the form. And if necessary, please provide further details on a separate sheet.</i></p>							
*What is the name of your organisation?							
*What position do you hold?							
*How long have you worked/did you work with the Applicant?							
*Please describe your professional relationship with the Applicant (i.e. you are/were their line manager, peer, direct report, etc.)							
*Please confirm the Applicant's role and/or duties.							
Please confirm the Applicant's dates of employment		Employment start date:		Employment end date:			
*If the Applicant has ceased employment with you, please confirm the reason for the termination of the Applicant's employment.							
Please rate the Applicant against the following criteria:		Needs substantial development	Needs development	Acceptable	Good	Outstanding	Comments
Work performance and attitude to work							
Commitment to all students achieving excellence and success							
Ability to build a vision, plan strategically and successfully implement those plans							
Communication skills, openness and approachability							

Develop and sustain constructive, respectful and collaborative relationships with staff, students, parents and other stakeholders						
Leadership and management of quality assurance and school improvement processes, understanding the learning process and its implications for enhancing high-quality teaching and learning						
Develop high performing teams and, empower and challenge staff to achieve educational excellence						
Optimisation and management of the school's financial, physical and human resources through sound management practices and organisational systems and processes that contribute to the implementation of the school's vision and goals.						
Please provide additional comments on the Applicant's professional qualities or achievements of significant note, if not mentioned in other areas of the reference.						
Please provide additional comments on the Applicant's areas of weakness or areas in need of improvement or development.						
Has the Applicant's health record been a cause for concern? If yes, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No					
*Has the Applicant ever been subject to any disciplinary proceedings where any sanction is still current, or where proceeding are ongoing?						

	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>GEMS Education is committed to the safeguarding and promoting the welfare of young people.          *If applicable, please provide details of any allegations or concerns that have been raised about the Applicant <b>which relate to the safety and welfare of children or young people.</b></p>	
<p>Has the Applicant been the subject of disciplinary proceedings (including but not limited to verbal or written warnings) <b>involving issues related to the safety and welfare of children or young people</b>? If yes, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>*With reference to the attached Job Description and Person Specification, are you satisfied that the Applicant has the ability and is suitable to undertake this role? If no, please give specific reasons for your concerns.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Based on your knowledge and experience of the Applicant, do you have any reason to believe that he/she is unsuitable to work with children, and where applicable, vulnerable adults? If yes, please provide details.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>*Would you be willing to recommend the Applicant for this position? If no, please explain why.</p>	<input type="checkbox"/> Yes, without reservation <input type="checkbox"/> Yes, with reservation <input type="checkbox"/> No, I would not wish to recommend

<p>*Please submit a summary paragraph to describe the Applicant overall, or any other comments you would like to share.</p>	
<p>*Signed:</p>	
<p>*Date:</p>	

**APPENDIX G - REFERENCE PROFORMA – SSC GRADE 6 AND BELOW**

Name of Applicant:		Position Applied for:				
Name of Referee:		Date:				
<p><i>If you are a representative of the Applicant's current or previous employer, please complete and sign the form. And if necessary, please provide further details on a separate sheet.</i></p>						
*What is the name of your organisation?						
*What position do you hold?						
*How long have you worked/did you work with the Applicant?						
*Please describe your professional relationship with the Applicant (i.e. you are/were their line manager, peer, direct report, etc.)						
*Please confirm the Applicant's role and/or duties.						
Please confirm the Applicant's dates of employment	Employment start date:		Employment end date:			
*If the Applicant has ceased employment with you, please confirm the reason for the termination of the Applicant's employment.  If the Applicant was dismissed, please explain the reason for the Applicant's dismissal and the surrounding circumstances.						
<b>Please rate the Applicant against the following criteria:</b>	<b>Needs substantial development</b>	<b>Needs development</b>	<b>Acceptable</b>	<b>Good</b>	<b>Outstanding</b>	<b>Comments</b>
Overall contribution to the organisation						
Relationship with customers / customer focus						
Communication skills						
Interpersonal skills / working collaboratively						
Relationship with senior management						
Ability to handle pressurized situations						
Meeting deadlines / results orientation						

Attendance						
Punctuality						
Enthusiasm / attitude towards work						
Integrity, trust and compassion						
Personal growth and learning						
Demonstration of accountability						
Emotional resilience						
Consistently aligned to organisational values and ethics						
Ability to plan and prioritise appropriately						
Problem solving ability (solution focused)						
Technical competence (related to position applied for)						
Has the Applicant been the subject of disciplinary proceedings (including but not limited to verbal or written warnings) <b>involving issues related to the safety and welfare of children or young people</b> ? If yes, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.	<input type="checkbox"/> Yes <input type="checkbox"/> No					
*With reference to the attached Job Description and Person Specification, are you satisfied that the Applicant has the ability and is suitable to undertake this role? If no, please give specific reasons for your concerns.	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Based on your knowledge and experience of the Applicant, do you have any reason to believe that he/she is unsuitable to work with children, and where applicable, vulnerable adults? If yes, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No					

<p>*Would you be willing to re-employ the Applicant? If no, please explain why.</p>	<p><input type="checkbox"/> Yes, without reservation</p> <p><input type="checkbox"/> Yes, with reservation</p> <p><input type="checkbox"/> No, I would not wish to re-employ</p>
<p>*Please submit a summary paragraph to describe the Applicant overall, or any other comments you would like to share.</p>	
<p>*Signed: Countersigned by Principal (if applicable)</p>	
<p>*Date:</p>	

**APPENDIX H - REFERENCE PROFORMA – SSC GRADE 7 AND ABOVE**

Name of Applicant:		Position Applied for:					
Name of Referee:		Date:					
<p><i>If you are a representative of the Applicant's current or previous employer, please complete and sign the form. And if necessary, please provide further details on a separate sheet.</i></p>							
*What is the name of your organisation?							
*What position do you hold?							
*How long have you worked/did you work with the Applicant?							
*Please describe your professional relationship with the Applicant (i.e. you are/were their line manager, peer, direct report, etc.)							
*Please confirm the Applicant's role and/or duties.							
Please confirm the Applicant's dates of employment		Employment start date:		Employment end date:			
*If the Applicant has ceased employment with you, please confirm the reason for the termination of the Applicant's employment.							
Please rate the Applicant against the following criteria:		Needs substantial development	Needs development	Acceptable	Good	Outstanding	Comments
Work performance and attitude towards work							
Integrity, Trust and Compassion							
Ability in assessing, empowering and developing talent							
Communication skills, openness and approachability							
Demonstration of accountability							
Leadership and management of quality assurance and improvement of processes							



Emotional Resilience						
Consistently aligned to organisational values and ethics						
Ability to plan and prioritise appropriately						
Critical Thinking						
Strategic Agility / Leap Frogging Mindset						
Conflict Resolution, Managerial Courage						
Dealing with Ambiguity and Change						
Please provide additional comments on the Applicant's professional qualities or achievements of significant note, if not mentioned in other areas of the reference.						
Please provide additional comments on the Applicant's areas of weakness or areas in need of improvement or development.						
Has the Applicant's health record been a cause for concern? If yes, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No					
*Has the Applicant ever been subject to any disciplinary proceedings where any sanction is still current, or where proceeding are ongoing?	<input type="checkbox"/> Yes <input type="checkbox"/> No					

<p>GEMS Education is committed to the safeguarding and promoting the welfare of young people. *If applicable, please provide details of any allegations or concerns that have been raised about the Applicant <b>which relate to the safety and welfare of children or young people.</b></p>	
<p>Has the Applicant been the subject of disciplinary proceedings (including but not limited to verbal or written warnings) <b>involving issues related to the safety and welfare of children or young people</b>? If yes, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>*With reference to the attached Job Description and Person Specification, are you satisfied that the Applicant has the ability and is suitable to undertake this role? If no, please give specific reasons for your concerns.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Based on your knowledge and experience of the Applicant, do you have any reason to believe that he/she is unsuitable to work with children, and where applicable, vulnerable adults? If yes, please provide details.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>*Would you be willing to recommend the Applicant for this position? If no, please explain why.</p>	<p><input type="checkbox"/> Yes, without reservation <input type="checkbox"/> Yes, with reservation <input type="checkbox"/> No, I would not wish to recommend</p>
<p>*Please submit a summary paragraph to describe the Applicant overall, or any other comments you would like to share.</p>	
<p>*Signed:</p>	
<p>*Date:</p>	

## APPENDIX I – ABRIDGED REFERENCE PROFORMA

Name of Applicant:		Position Applied for:	
Name of Referee:		Date:	
<p><i>If you are a representative of the Applicant's current or previous employer, please complete and sign the form. And if necessary, please provide further details on a separate sheet.</i></p>			
What is the name of your organisation?			
What position do you hold?			
How long have you worked/did you work with the Applicant?			
Please confirm the Applicant's role and/or duties.			
Please confirm the Applicant's dates of employment		Employment start date:	Employment end date:
<p>If the Applicant has ceased employment with you, please confirm the reason for the termination of the Applicant's employment.</p> <p>If the Applicant was dismissed, please explain the reason for the Applicant's dismissal and the surrounding circumstances.</p>			
<p>*Has the Applicant been the subject of disciplinary proceedings during the last 12 months of their employment? If yes, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Please provide details of any allegations or concerns that have been raised about the Applicant <b>which relate to the safety and welfare of children or young people.</b></p>			
<p>Has the Applicant been the subject of disciplinary proceedings (including but not limited to verbal or written warnings) <b>involving issues related to the safety and welfare of children or young people?</b> If yes, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No	

<p>Based on your knowledge and experience of the Applicant, do you have any reason to believe that he/she is unsuitable to work with children, and where applicable, vulnerable adults? If yes, please provide details.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Would you be willing to re-employ the Applicant? If no, please explain why.</p>	<p><input type="checkbox"/> Yes, without reservation</p> <p><input type="checkbox"/> Yes, with reservation</p> <p><input type="checkbox"/> No, I would not wish to re-employ</p>
<p>Signed:</p>	
<p>Date:</p>	

## Staff Qualifications

Bachelors (B.A, B.Sc.) specialization in English/Science/ Maths/Chemistry/Physics/ History etc.  
- Mandatory

Bachelor of Education - Mandatory

A Master's degree specialization - Optional

For KG teachers – B.Ed. + Bachelors / B.Ed. + Early Childhood Certificate/ Montessori Certificate

For SEN Teachers - Bachelor's degree in Special Education or Master's degree in Special Education

Only Bachelors / Masters in Commerce/ Engineering / Pharmacy / Diplomas / TTC / Montessori are not accepted by ADEK

For Teacher Assistant (TA), 12th standard certificate must be attested and 2 years teaching experience required