

Kuwait Bilingual School No. 2

مدرسة الكويت ثنائية اللغة رقم 2

SAFER RECRUITMENT POLICY

2024-2025



<https://www.kuwaitbilingualschool.com>



SAFER RECRUITMENT POLICY

1. INTRODUCTION

Kuwait Bilingual School 2 (KBS2) places child protection front and center of its priorities. To safeguard students, KBS2 recognizes the importance of recruiting and retaining employees who have been vetted through a child protection lens, who are committed to upholding safe practices, and who participate in training to maintain knowledge and skills regarding child protection. To ensure the safety of students, the school shall require all employees to undergo a criminal background check, sign a code of conduct, and participate in child protection training. All employees hired by KBS2 undergo a thorough reference-checking process. The Human Resources Manager will confirm the candidate's readiness for an offer once the reference check process has been successfully completed.

2. COMMITMENT TO SAFEGUARDING

Aligned with the recommendations of the International Taskforce on Child Protection, KBS2 holds itself to a high standard of effective recruiting practices with specific attention to child protection. The school has developed a robust Safer Recruitment Policy to ensure that all staff are suitable to work with and protect the students in their care. This commitment is reflected in all stages of the recruitment process and is communicated clearly to all applicants.

3. RECRUITMENT PRACTICES

3.1. JOB DESCRIPTIONS AND ADVERTISEMENTS

- All job advertisements include the statement: "Our school is committed to safeguarding and promoting the welfare of children and young people. All staff, volunteers, and third parties must share this commitment."
- A child safeguarding statement is included with all job descriptions.
- Every job description outlines the expectation for employees to uphold the school's policies and procedures outlined in the school handbooks.

3.2. APPLICATION PROCESS

- All applicants are required to complete an application form. A curriculum vitae (CV) will not be accepted as a substitute.
- The application form will include a full employment history, details of any gaps in employment, and reasons for leaving each position.
- Applicants are required to disclose any past criminal convictions and any involvement in disciplinary procedures, subject to local legal requirements.
- KBS2 reserves the right to contact all previous employers, especially those where the applicant worked directly with children.

3.3. IDENTITY AND QUALIFICATION VERIFICATION

- Proof of identity (e.g., passport, national ID) and professional qualifications must be provided by all applicants before they are shortlisted.
- Teaching credentials and certificates must be according to the laws of the State of Kuwait.

4. SELECTION PROCEDURES

4.1. INTERVIEW PROCESS

- All interviews will involve at least two people who have received Safer Recruitment training.
- Applicants will be asked questions specifically related to child safeguarding and their past experiences in protecting children. Questions will also probe gaps in employment and reasons for changing roles.
- Detailed notes of all interviews will be recorded and retained in the candidate's file with their job offer form.

4.2. REFERENCE CHECKS

- Applicants must provide at least three references, including one from their current or most recent employer.
- References will be obtained directly from previous employers where the candidate worked with children. The references must address the applicant's suitability to work with children, including any concerns regarding child protection.

- A minimum of two references will be verified using the official KBS2 reference request form and, whenever possible, additionally by phone or video call to confirm the written references. This process will be documented.
- Open or generic references (e.g., "To Whom It May Concern") will not be accepted.

5. PRE-EMPLOYMENT CHECKS

- All candidates must undergo a criminal background check as required by the State of Kuwait.
- KBS2 will also check available sex offender registries and teacher prohibition lists in the applicant's country of qualification.
- Internet and social media searches will be conducted on all shortlisted candidates.
- Any discrepancies in employment history or concerns raised during background checks will be fully investigated before an offer of employment is made.

6. ONBOARDING AND TRAINING

- Conditional employment offers will be made subject to the successful completion of all background checks.
- All new employees must sign the KBS2 Staff Handbook, which includes clear statements on acceptable and unacceptable behavior.
- Employees must complete child protection and safeguarding training before the end of their probation period.
- Safeguarding training is mandatory for all staff.

7. RECORD-KEEPING AND REVIEW

- KBS2 will maintain a comprehensive, centralized record-keeping system for all recruitment and safeguarding documentation.
- The safeguarding register will be reviewed quarterly by the Designated Safeguarding Lead (DSL) to ensure compliance.
- The Safer Recruitment Policy will be regularly reviewed and refined based on feedback from the community and changes in local and international child protection laws.

8. CONCLUSION

KBS2 is committed to ensuring the safety of all students through the implementation of rigorous safer recruitment practices. The school will continue to develop and uphold policies that reflect best practices in safeguarding and child protection, in line with the highest international standards.

APPLICATION FORM

Personal information

Name	Address
Aliases or other names used (current and past)	Secondary Address
Date of Birth	Phone Number
Citizenship	Email Address
Secondary Citizenship	Country of Residence
Teacher/Educator Reference Number (if one exists)	Total # years living outside of country of birth

Education / Credentials

Education (Institution/Degree/Date)	Certification/License (Country/State/Region/Province/Expiration Date)
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Work History / Experience

Name of School (Employer/Address)	Dates of Employment
Reason(s) for Leaving	Eligibility for Re-employment
Explanation for any gaps in work history	Curriculum Experience

REFERENCE REQUEST FORM



KUWAIT BILINGUAL SCHOOL 2 CONFIDENTIAL REFERENCE REQUEST

We are currently considering an application for employment in respect of the above-named person. We would be very grateful for feedback based on your knowledge of them and of their time spent in your employ. We would be interested to know your thoughts on the following areas:

CANDIDATE NAME:	
1. Name of School / Organization:	
2. Period of contract:	
3. Nature of contract:	
4. Reason for leaving:	
5. In what capacity do you know/worked with this teacher?	
6. Performance & outlook as a teacher:	
7. Performance & outlook as a colleague / individual:	
8. Subjects / grades taught:	
9. What do they teach best?	
10. Ability to adapt in an international setting:	
11. Abilities with classroom management, knowledge, relationships with students / parents:	
12. Would you recommend?	
13. Do you know of any reasons this teacher would NOT be safe to work with children?	
14. Was this teacher subject to any criminal proceeding / convictions/allegations during the time that you knew them?	
15. Would you retain/reemploy?	
16. Any health issues noted?	
17. Nature of attendance record:	
NAME OF REFEREE:	
SIGNATURE	
DATE	

EXAMPLE INTERVIEW QUESTIONS

1. Can you give an example of something that you have done that demonstrates your commitment to protecting a child or a young person?
2. Can you give an example of a time when you became aware of someone acting unprofessionally at work? What did you do? How did you feel about what you had to do?
3. Can you give us an example of finding it difficult working with someone [in a team] who did not share your values, beliefs or ideas? Why do you think you found it difficult? How did you feel about it? What did you do to resolve the situation?
4. Can you tell me/ us about a situation when you saw someone at work stretch or bend the rules beyond what you felt was acceptable? What action did you take?
5. What are your attitudes towards child protection – how have these developed over time?
6. What are your feelings about students who make allegations against staff?
7. Can you tell me/us about a time when you had to conform to a policy or procedure you did not agree with - what did you do?
8. Role specific: Ask a question related to the safeguarding requirements for the role applied for.
9. Country specific: Ask a question to probe the applicant's attitude, values and beliefs related to local culture and practice.
10. If gaps in employment exist: Can you tell us the reasons that you left work for a period of time?

REFERENCES

Child Protection Resources and Information | CIS. (n.d.). <https://www.cois.org/about-cis/child-protection/resources>

Safer Recruitment Checklist. (2024, February). International Taskforce on Child Protection. <https://info.cois.org/safer-recruitment-checklist>