



SAFER RECRUITMENT

POLICY

Created by	Head of School, HR Head and Designated Safeguarding Lead (DSL)
Applies to	Employees, volunteers, interns, governors/trustees, agency workers, contractors, consultants, visiting staff and others with access to students
Approved by	Board of Directors
Date adopted	18 September 2026
In conjunction with	GES Cairo Policies:Safeguarding and Child Protection; Staff Code of Conduct; Allegations Against Staff; Low-Level Concerns; Data Protection; Whistleblowing; Complaints; Disciplinary; Visitors and Contractors Supported by detailed safeguarding procedures, staff Code of Conduct and reporting forms
Review cycle	At least annually, and sooner where law, guidance, risk or school practice changes
Next review	18 September 2027

Safeguarding - General

GES Cairo is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and visitors to share this commitment. We maintain a culture of vigilance where the welfare of our students is always paramount. All school policies are underpinned by this principle and operate in full compliance with current statutory safeguarding guidance and global and local procedures.

Core Principle

GES Cairo will not appoint an adult to work with children simply because they are qualified or experienced. Safeguarding suitability is a separate and essential part of every recruitment decision.

1. Purpose and Scope

This policy establishes the minimum safer-recruitment standards for GES Cairo. It applies to permanent and temporary employees, teaching and non-teaching staff, volunteers, interns, agency staff, contractors, consultants, governors/trustees, coaches, tutors, activity providers and any other adult whose role gives them access to students.

The policy is designed for GES Cairo as an internationally accredited school in Egypt (BSO, candidate MSA) and combines applicable Egyptian requirements with recognised international-school safeguarding practice. British guidance, including Keeping Children Safe in Education (KCSIE) 2026, is used as a professional benchmark where relevant; it does not replace Egyptian law. KCSIE 2026 came into force on 1 September 2026 and includes detailed expectations on safer recruitment, pre-appointment checks and record keeping.

3. Safer Recruitment Principles

- Safeguarding is a recruitment criterion, not an administrative check added after selection.
- Children's welfare and safety are central to recruitment decisions.
- Recruitment must be fair, evidence-based, non-discriminatory and consistent with employment law.
- Identity, qualifications, employment history and references will be verified against reliable sources wherever practicable.
- No person will undertake unsupervised or otherwise prohibited contact with students until checks required for the role are complete, unless a formally authorised and legally permissible risk-controlled arrangement is in place.
- A clean criminal-record certificate does not by itself establish suitability to work with children.
- Recruitment information will be handled confidentially and securely.
- Safer recruitment continues after appointment through induction, probation, supervision, safeguarding training, professional conduct requirements and prompt management of concerns.

4. Responsibilities

4.1 Board of Directors

- Provide oversight and resources for safer recruitment.
- Receive assurance that required checks are completed and exceptions are risk-assessed.
- Maintain an independent route for concerns about senior leaders involved in recruitment.

4.2 Head of Shcool/School Director

- Has overall operational responsibility for ensuring recruitment protects students.
- Ensures senior appointments receive appropriate safeguarding scrutiny.
- Ensures safeguarding-related recruitment concerns are escalated appropriately.

4.3 HR / Recruitment Lead

- Maintains recruitment procedures, checklists and the Single Central Record (SCR).
- Coordinates references, identity, qualification, criminal-record and employment-status checks.
- Maintains secure recruitment files and audit evidence.

4.4 DSL

- Advises on safeguarding suitability and recruitment risk.
- Ensures safeguarding-focused questions are used for relevant roles.
- Reviews safeguarding concerns revealed during recruitment.

4.5 Recruitment Panel

- At least one panel member should have appropriate safer-recruitment training.
- Use structured, role-related questions and record evidence rather than relying on intuition.
- Declare conflicts of interest.

5. Recruitment Planning and Advertising

- Every role will have a current job description and person specification.
- Safeguarding responsibilities and professional boundaries will be identified where relevant.
- Advertisements will state GES Cairo's commitment to safeguarding and that appointment is subject to satisfactory checks.
- Before recruitment, HR will assess the role's level of student contact, supervision, frequency, overnight work, transport, access to sensitive information and authority over students.
- Where a role changes materially, safeguarding and vetting requirements will be reassessed.

6. Training, Induction and Safeguarding Culture

- Candidates should complete the school's full application process rather than being selected solely from a CV.
- Applications will contain sufficient employment/education history to identify unexplained gaps.
- Gaps, inconsistencies, frequent short-term roles or discrepancies will be explored.

- Applications will be assessed against the published person specification.
- Where lawful and proportionate, publicly available information may be checked for safeguarding-relevant concerns; unverified online material will not be treated as fact.
- International candidates must identify countries in which they have lived or worked so that relevant overseas checks can be considered.

AI and Application Fraud

GES may use appropriate technology to identify duplicated, fabricated or inconsistent application information, but technology will not make the final suitability decision. The school may request original documents, direct verification, additional interview or practical assessment where identity, authorship or qualifications are uncertain.

7. Interview and Selection

- Interviews for roles with substantial student contact will normally involve at least two appropriately briefed people.
- Questions will explore safeguarding judgement, professional boundaries, responding to disclosures and managing difficult situations.
- Interviewers will explore application gaps and inconsistencies.
- Teaching observations, practical tasks or scenario exercises may be used.
- Notes will record evidence rather than unsupported impressions.
- At least one interview-panel member should have appropriate safer-recruitment training.

Note: A police clearance certificate alone is not sufficient evidence of suitability. Safeguarding suitability is assessed through identity, qualifications, employment history, references, criminal-record/background checks where available, interview, conduct, probation, ongoing supervision and the school's response to concerns.

Example Safeguarding Interview Questions

- A student tells you something that makes you concerned about their safety. What would you do?
- Describe an important professional boundary when working with children.
- You notice a colleague communicating with students through a personal social-media account. What would you do?
- A parent asks you to keep information about their child secret from the school. How would you respond?

8. References and Employment Verification

References are a safeguarding check and are not treated as a formality.

- Normally at least two references will be sought for a substantive appointment, including the most recent or current employer where practicable and lawful.
- References should come from an organisational/professional source and be independently verifiable.
- References should confirm employment dates, position and responsibilities and, where legally permissible, address safeguarding suitability, disciplinary matters and reason for leaving.
- At least one reference should be verified by telephone or another reliable channel.
- References supplied solely by the candidate will not normally be accepted as the only reference.
- Material discrepancies between references and the candidate's account must be investigated before appointment.
- References for internal promotions/transfers will be considered where safeguarding responsibilities materially change.

9. Identity, Qualifications and Professional Status

- Identity must be verified using original documents or reliable primary-source verification.
- Qualifications and professional credentials must be verified with awarding institutions or recognised verification services where practicable.
- Teacher registration, licences and professional memberships required for the role will be verified.
- Where international qualifications or teaching credentials are claimed, the school will verify them through the relevant authority or awarding body.
- Any unexplained discrepancy must be resolved before appointment.

10. Criminal-Record and Background Checks

GES Cairo will obtain the most appropriate criminal-record/background check reasonably available for the candidate's role and relevant countries of residence or employment, subject to Egyptian law and the law of the relevant jurisdiction.

- For Egyptian appointments (the majority of GES Cairo appointments), the school will obtain the appropriate Egyptian police/criminal-record clearance or other legally recognised check required for the role.
- For international appointments, the school will seek appropriate criminal-record certificates or equivalent checks from relevant countries where the candidate has lived or worked.
- Checks should normally be current at appointment. GES Cairo will set an internal currency period and may require new checks where there is a significant gap, role change, new country of residence, safeguarding concern or other risk trigger.

- Where a country does not provide a suitable check, the school will document the limitation and use alternative evidence and a formal risk assessment.
- Criminal-record information will be considered proportionately and lawfully. Relevance, seriousness, recency, pattern and safeguarding implications may be considered.
- Criminal-record information is highly confidential and will be shared only with those who have a legitimate need to know.

Current Practice - Angie Note The previous GES practice of requiring police clearance no more than 12 months old may be retained as a school standard if operationally appropriate, but it should be described as a GES Cairo recruitment requirement rather than assumed to be a universal Egyptian legal rule. The school will obtain local legal advice on the exact documentation required for each category of worker.

11. International and Overseas Recruitment

- International candidates must provide enough address and employment history to identify relevant countries for checking.
- The school will seek appropriate overseas criminal-record checks for countries in which the candidate has lived or worked, particularly where they worked with children.
- HR will maintain a country-by-country record of checks required and completed.
- International qualifications and professional references will be independently verified where practicable.
- Previous names/aliases relevant to lawful background checks must be disclosed.
- Where checks are unavailable or delayed, the school will document the reason and complete a formal risk assessment before any exceptional start.
- Overseas recruitment agencies must provide evidence of their own safer-recruitment processes and cooperate with GES verification.

12. Right to Work and Employment Status

- GES will verify that every employee has the lawful right or permission required to work in Egypt in the relevant role.
- Time-limited permissions will be recorded with appropriate renewal monitoring.
- Right-to-work information will be stored securely.
- A person will not commence employment where legally prohibited.

13. Medical and Fitness Information

- Any pre-employment health assessment will be lawful, proportionate and related to the requirements of the role.
- Unnecessary medical information will not be requested.
- Health information will be treated as sensitive personal information and securely controlled.
- Medical information will not be used as a proxy for safeguarding suitability.

14. Agency Staff, Volunteers, Interns, Contractors and Visitors

- Agency workers must be subject to appropriate identity, qualification, reference and safeguarding checks. GES will obtain written confirmation and may verify it.
- GES retains responsibility for deciding whether agency checks are sufficient.
- Volunteers and interns will receive checks proportionate to their duties and access to students.
- Regular or unsupervised contractors must meet the school's safer-recruitment requirements.
- Short-term visitors with no student-working role may be supervised under the visitor procedure.
- External coaches, tutors, therapists and activity providers must provide appropriate safeguarding assurances and evidence of checks before working with students.
- Anyone whose duties change to include more frequent, unsupervised or overnight access must be reassessed.

15. Conditional Offers and Pre-Employment Clearance

All offers involving access to students will be conditional upon satisfactory completion of checks required for the role.

1. Confirm identity and lawful employment status.
2. Verify qualifications and professional status.
3. Obtain and verify references.
4. Obtain required criminal-record/background checks.
5. Complete safeguarding-focused recruitment assessment.
6. Resolve discrepancies, gaps or adverse information.
7. Complete any required role-specific clearance.
8. Record all checks on the recruitment checklist and Single Central Record.
9. Obtain acceptance of the GES Staff Code of Conduct and safeguarding requirements.
10. Complete safeguarding induction before unsupervised work with students.

16. Exceptional Early Start Before All Checks Are Complete

GES should avoid allowing a person to start before required safeguarding checks are complete. If an unavoidable operational need exists, the School Director and DSL must approve a written risk assessment.

- The missing check must be identified and actively pursued.
- The individual must not perform duties for which the missing clearance is legally required.
- Access and supervision restrictions must be documented.

- The individual must not have unsupervised access to students unless legally permissible and specifically risk-assessed.
- The arrangement must have a clear end date and be reviewed promptly.
- No exceptional arrangement can override a legal prohibition on working with children.

17. Single Central Record and Recruitment Files

GES will maintain a Single Central Record or equivalent central safeguarding recruitment register showing the completion/status of required checks.

- Identity check
- Qualifications/professional status
- References
- Criminal-record/background check
- Overseas checks where applicable
- Right-to-work/employment status
- Role-specific checks
- Dates completed
- Approved exceptions/risk assessments
- Safeguarding induction

The SCR is an assurance tool and does not replace the underlying evidence stored securely in the individual recruitment file.

18. Data Protection and Confidentiality

Recruitment involves substantial personal and sensitive information. GES will process recruitment information in accordance with applicable Egyptian data-protection requirements, including Personal Data Protection Law No. 151 of 2020 and Executive Regulations No. 816 of 2025.

- Candidates will receive an appropriate recruitment privacy notice.
- Only necessary recruitment information will be collected.
- Criminal-record, health and safeguarding information will have restricted access.
- Electronic records will have appropriate access controls and security.
- Hard-copy records will be securely stored.
- International transfer of recruitment data will be reviewed for compliance with Egyptian cross-border data-transfer requirements.
- Records will be retained according to the school's records-retention schedule and securely destroyed when no longer required.

FOR ANGIE Angie Darweesh

The Egyptian Personal Data Protection Center states that Law No. 151 of 2020 and Executive

Regulations No. 816 of 2025 form the current data-protection framework. The PDPC identifies children's data and several other categories as sensitive personal data and sets requirements around processing and cross-border transfer. GES should therefore review its HR/recruitment platforms with its Data Protection Officer or legal adviser

19. Adverse Information or Safeguarding Concerns

- Adverse information is referred to HR, the School Director and/or DSL according to its nature.
- The school distinguishes verified facts, allegations, unresolved concerns and professional opinion.
- Where information indicates a possible risk of harm, the school will not rely solely on the candidate's explanation.
- Where lawful and safe, the candidate will be given an opportunity to respond.
- Specialist safeguarding or legal advice may be sought.
- Decisions not to appoint will be recorded with a clear and proportionate rationale.
- Information indicating a criminal offence or serious child-protection concern will be managed under safeguarding and referral procedures, not solely as an HR matter.

20. Misrepresentation, Forged Documents and Recruitment Fraud

- Material misrepresentation, forged qualifications, false references, identity fraud or deliberate concealment of relevant employment history may result in withdrawal of an offer or disciplinary action.
- Safeguarding implications will be referred to the DSL.
- Relevant professional, regulatory, law-enforcement or immigration authorities may be notified where legally required or appropriate.

21. Safeguarding After Appointment

- All new staff complete safeguarding induction and sign the Staff Code of Conduct.
- New employees are subject to appropriate probation/induction.
- Managers monitor professional conduct and boundaries.
- Staff must report relevant changes affecting suitability where required by law or school procedure.
- Safeguarding allegations and low-level concerns are managed under the Safeguarding and Child Protection Policy.
- Where duties change, safeguarding and vetting requirements are reassessed.
- New information indicating a risk to children will be acted upon promptly, including temporary restriction of duties where appropriate.

22. Whistleblowing and Recruitment Integrity

- Any staff member who believes recruitment checks have been bypassed, falsified or inadequately completed must raise the concern.
- Concerns should normally be raised with the School Director, HR Lead or DSL.
- If the concern involves one of those individuals, the independent route to the governing body/proprietor must be used.
- Staff raising concerns in good faith will be protected under the school's whistleblowing arrangements.

23. Monitoring and Audit

- HR will audit a sample of recruitment files at least annually.
- The audit will test both the existence and quality of evidence.
- The DSL and Head of School Director will review safeguarding themes arising from recruitment.
- The governing body/proprietor will receive appropriate assurance.
- Agency and contractor compliance will be periodically audited.
- Procedures will be updated following changes in law, guidance, incidents, audit findings or identified weaknesses.

Appendix 1 - GES Safer Recruitment Checklist (Template can be copied)

- ☐ Role assessed for safeguarding risk
- ☐ Job description/person specification includes safeguarding expectations
- ☐ Safeguarding statement included in advertisement
- ☐ Application form completed
- ☐ Employment history complete and gaps explored
- ☐ Identity verified
- ☐ Right to work/employment status verified
- ☐ Qualifications verified
- ☐ Professional registration/licence verified where relevant
- ☐ Reference 1 obtained and verified
- ☐ Reference 2 obtained and verified
- ☐ Safeguarding suitability addressed in references where lawful
- ☐ Criminal-record/background check completed

- ☐ International checks completed where applicable
- ☐ Adverse information resolved
- ☐ Interview notes completed
- ☐ Safeguarding questions asked
- ☐ Candidate declarations completed
- ☐ Staff Code of Conduct accepted
- ☐ Safeguarding induction completed/scheduled
- ☐ Single Central Record updated
- ☐ Recruitment file securely stored

Appendix 2 - Reference Request: Safeguarding Questions

- Please confirm the candidate's dates of employment, position and principal responsibilities.
- Are you aware of any significant gaps or discrepancies in the candidate's employment history?
- To the best of your knowledge, is the candidate suitable to work with children and young people?
- Have there been safeguarding concerns, disciplinary findings or substantiated conduct concerns that you are legally able to disclose?
- Have there been restrictions, investigations or concerns relating to professional conduct with children?
- Would you re-employ the candidate, subject to your normal employment processes?
- Is there anything else relevant to the candidate's suitability to work in a school that the recruiting organisation should know?

Appendix 3 - Candidate Safeguarding Declaration

- I confirm that the information provided in my application is accurate and complete.
- I understand that GES Cairo may verify my qualifications, employment history, references and identity.
- I will provide information necessary for lawful background/criminal-record checks.
- I understand that appointment is conditional upon satisfactory safeguarding and pre-employment checks.
- I understand that safeguarding suitability remains relevant throughout employment.

Appendix 4 - Key References

- Department for Education (England), Keeping Children Safe in Education 2026, in force from 1 September 2026.
- Department for Education, current guidance on regulated activity with children, including changes effective from September 2026.
- Egyptian Personal Data Protection Law No. 151 of 2020 and Executive Regulations No. 816 of 2025.
- Applicable Egyptian child-protection, employment, immigration, criminal-record and education requirements.
- GES Cairo Safeguarding and Child Protection Policy

Policy Statement

GES Cairo recognises that the quality and integrity of its recruitment process are fundamental to the safety of its students. The school will recruit people who are appropriately qualified, professionally suitable, committed to children's welfare and able to demonstrate safe and respectful practice. Safer recruitment will be applied consistently, transparently and proportionately, with safeguarding remaining an active responsibility throughout employment.