Tarbiyyah Global Academy
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SAFER RECRUITMENT POLICY

Appointing only suitable adults to teach and support our pupils, wherever they live

ACADEMIC YEAR 2026 – 2027

Policy name	Safer Recruitment Policy 2026–2027
Applies to	All staff, sessional and supply teachers, volunteers, contractors who have contact with pupils, and trustees of Tarbiyyah Global Academy
Policy owner	Headteacher
Approved by	Ustadh Abu Zayn Haneef Sandhar, Headteacher
Agreed with	The Chair of Trustees, Tarbiyyah Education Trust
Date of issue	1 September 2026 (version 1.1)
Next review due by	31 August 2027
Read alongside	Child Protection and Safeguarding Policy; Risk Assessment Policy; Data Protection Policy; Equality, Diversity and Accessibility Policy; Staff Code of Conduct for Online Teaching
Availability	Published on the Academy website and Parent Portal. Available in large print or another accessible format on request.

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1. Purpose

Safer recruitment is one of the most important ways the Academy keeps pupils safe. Our lessons are live and online, so we recruit good teachers wherever they live, in the UK or abroad. Because our staff work remotely, our checks must be at least as rigorous as those in a physical school. This policy applies to all staff, sessional and supply teachers, volunteers, contractors who have contact with pupils, and trustees.

> **Our commitment**
>
> Tarbiyyah Global Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Every appointment is subject to the checks in

> this policy. Where a check cannot be obtained in the country where someone lives, we do not lower the bar: we use other checks and a written risk assessment instead.

2. Legal Framework

The Academy follows Keeping Children Safe in Education (Part Three, Safer Recruitment), the Safeguarding Vulnerable Groups Act 2006, the Immigration, Asylum and Nationality Act 2006, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the UK General Data Protection Regulation and the Data Protection Act 2018, and the Equality Act 2010.

3. The Recruitment Process

1. **Planning:** a role description and person specification, including safeguarding responsibilities and the qualifications and experience required.
2. **Advertising:** every advert, including the Careers page and printed flyers, states the Academy's commitment to safeguarding, that the post is exempt from the Rehabilitation of Offenders Act, that suitable criminal record checks and online searches will be carried out, and that we recruit internationally.
3. **Application:** candidates apply through the Academy's online application form, not with a CV alone. The form records full employment and education history with any gaps explained, qualifications, two or three referees, a supporting statement and a signed declaration that the information is true. The public form does not ask about criminal records.
4. **Shortlisting:** by at least two people, one of whom has completed safer recruitment training within the last three years. Shortlisting is against the person specification only. Gaps, inconsistencies and reasons for leaving are noted to explore at interview.
5. **Self-disclosure:** shortlisted candidates are asked to complete a confidential self-disclosure about any criminal record or other information relevant to their suitability to work with children, so that it can be discussed at interview.
6. **Online searches:** carried out on shortlisted candidates, in line with KCSIE, and any concerns discussed at interview.
7. **References:** at least two, including the current or most recent employer and, where the candidate has worked with children, the most recent employer in that work. References are requested before interview where the candidate allows it, come from a verified work email or are confirmed by telephone, and are never open references or testimonials.
8. **Interview:** by video call, by a panel of at least two, including safeguarding questions and, for teaching roles, a taught sample lesson. The candidate's identity is checked on camera against photo ID.
9. **Conditional offer:** subject to all pre-employment checks being completed satisfactorily.

Use of technology in shortlisting

The Academy may use an AI tool to give the panel a first summary of each application against the role. It is advisory only: it does not see the candidate's name, contact details, location or criminal record check answers, it never rejects or progresses an application by itself, and a person makes every decision. Candidates may ask for their application to be reviewed without it.

4. Pre-Employment Checks

Check	Requirement
Identity	Original documents verified, with a live video comparison
Right to work	Required for anyone working in the UK, before they start
Enhanced DBS with barred list check	Required for everyone in regulated activity who lives in the UK, obtained before starting (the Update Service may be used where the person is registered)
Overseas criminal record check or certificate of good conduct	Required for anyone who lives outside the UK, and for anyone who has lived or worked outside the UK for 12 months or more in the last 10 years
Prohibition from teaching check	Through the Teaching Regulation Agency, for all teachers
Section 128 check	For management posts and trustees
Qualifications	Certificates verified with the issuing body where possible; an ijazah is welcomed for Qur'an teaching but is not required
Professional registration abroad	Where a teacher is registered with a teaching regulator in another country, that registration and any sanctions are checked
Medical fitness	Health questionnaire
References	Two satisfactory references verified directly with the referee

5. Recruiting Teachers who Live Outside the UK

Teachers who live outside the UK are recruited on the same standard as UK staff. A UK DBS check does not cover time spent abroad, so for every country where the person has lived for 12 months or more in the last 10 years the Academy obtains a police certificate or certificate of good conduct from that country, following the UK government's guidance on criminal records checks for overseas applicants.

Where a certificate cannot be obtained, for example because the country does not issue one or will not issue one to this person, the Academy does not appoint on trust. Instead it:

1. records which check could not be obtained and why;
2. obtains at least one additional reference, including from an employer in that country who has seen the person work with children where possible, and verifies each referee's identity and organisation;
3. verifies the person's employment history directly with past employers and explores any gaps in detail at interview;
4. checks any professional registration and sanctions in that country;
5. completes a written risk assessment, signed by the Headteacher and the Designated Safeguarding Lead, before the person teaches;
6. arranges closer supervision for an agreed period, such as observed lessons and recorded live lessons reviewed by a senior leader.

If these checks leave the Academy with any doubt about the person's suitability to work with children, the person is not appointed.

6. How Staff are Engaged

Situation	Arrangement
UK-based staff	Employed directly on a UK contract of employment through PAYE, with full UK safeguarding checks
UK-based sessional teachers (for example Qur'an or club tutors)	Either employed on a variable-hours contract, or engaged through a vetted UK agency that confirms checks in writing; the Academy still holds the Single Central Record entry
Teachers living outside the UK	Engaged through an Employer of Record service in their country, which employs them lawfully under local law while they work for the Academy. Independent contractor agreements are used only on legal advice. The checks in section 5 apply in every case

In every case the person follows the Academy's policies, uses only Academy accounts and platforms, teaches in UK school hours, and is managed by an Academy line manager.

7. Single Central Record

The Academy keeps a Single Central Record of all checks for staff, supply and sessional staff, volunteers and trustees, including the date and outcome of each overseas check and any alternative checks and risk assessments under section 5. The Headteacher and the safeguarding trustee review it each term.

8. Induction and Probation

New staff complete safeguarding and online safety induction, read KCSIE Part One and the Academy's policies, and are observed teaching live before working unsupervised. A six-month probation period applies, with reviews at six weeks, three months and six months.

9. Supply, Contractors and Volunteers

The Academy obtains written confirmation from agencies that the required checks have been completed. Volunteers in regulated activity are subject to the same checks as staff.

10. Recruitment Records and Data Protection

Applications are held securely in the Academy's staff portal, which only the Headteacher and authorised administrators can access. Unsuccessful and withdrawn applications, with their documents, are deleted six months after the decision. The successful candidate's recruitment records move to their staff file. Self-disclosure forms and criminal record information are seen only by those who need them, are not copied, and are kept only as long as the law allows.

11. Training

At least one member of every recruitment panel has completed safer recruitment training within the last three years.

12. Monitoring and Review

This policy is reviewed annually by the Headteacher and approved by trustees, and sooner if KCSIE or the guidance on overseas checks changes.

Approved by: Ustadh Abu Zayn Haneef Sandhar, Headteacher · Next review due: 31 August 2027 · Tarbiyyah Global Academy · A specialist education, rooted in faith