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**Park House  
English School**

**RECRUITMENT BROCHURE**





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مدرسة المنتزة الإنجليزية  
PARK HOUSE ENGLISH SCHOOL

ONE OF THE OLDEST AND MOST RESPECTED BRITISH SCHOOLS IN QATAR

## VISION

To develop confidence, independence, resilience and a love for learning.

## MISSION

To challenge our pupils to be **P**roud, be **H**ardworking, be **E**nthusiastic and achieve **S**uccess in a happy, caring and respectful environment.





## WELCOME FROM THE PRINCIPAL

Welcome to Park House and thank you for your interest in our school. We are one of the oldest and most respected British schools in Qatar and are very proud of the high reputation we have built up amongst the local and expatriate community. Park House was set up by Mrs Heather Brennan (a British expatriate) in 1994 and has grown from a villa school to a vibrant community of nearly 1,500 students represented by over 70 different nationalities. The students in our school are highly motivated and a pleasure to teach, and parents are loyal and supportive of the school.

Our core purpose is learning and we are uncompromising on the standards we require from all members of our school community. We have a rich history of exceptional academic and sporting success and are working hard to ensure we develop our arts curriculum further. Working at Park House is both challenging and rewarding. We have high standards for both students and staff and we place a great emphasis on the welfare of both. We want to ensure our staff are happy and motivated so they create high quality learning opportunities both inside and outside the classroom. Our teaching staff are mainly UK trained and experienced and they are ably supported by an international team of colleagues.

We ensure they are housed in high quality accommodation with excellent facilities such as swimming pools, tennis courts, coffee shop, restaurant and gym. We have a much lower than average annual rate of turnover and our staff tend to stay at the school for many years.

Park House is owned by International Schools Partnership (ISP), a highly supportive U.K. schools group based in London. Whilst we retain our own identity and ethos as a school, we are fortunate to have the support of our parent company. ISP is a family of over 50 schools located around the world. Interactions between these schools increase every year, most rewardingly through the International Learning Opportunities they offer, such as their Buddy Exchange, MUN, Maths, Science, Chess and Futures Programmes.

Living in Qatar is an incredible experience, and life is never dull. Time outside of school presents a lot of opportunities: kayaking in mangroves, joining a local sports team, fishing or scuba diving off the coast, camping on the stunning beaches, dune bashing in the desert or having drinks and dining in the huge array of bars and restaurants are some of the popular pursuits. From when I first came here in 2010, the country has continued to transform itself with an ambitious vision for the future. The capital city of Doha (where the school is located) is engaging and continually changing. During the World Cup in 2022, Qatar will be showcased to the world, and people will see an ultra-modern, vibrant country that has successfully retained its cultural identity.

Please take time to look at our website and social media platforms to get a feeling of who we are and what we do. You will see happy children experiencing high quality learning from Early Years to Sixth Form. I hope to have contact with some of you soon and eventually look forward to welcoming you to the Park House community.



**John Smith**  
Principal



## MESSAGES FROM HEADS OF SECONDARY AND PRIMARY AND THE HR MANAGER



**James Moyes**  
**Head of Secondary**

Welcome to Park House Secondary School. We are a four form entry Secondary School that offers IGCSE and A-Levels to a multinational community of expatriates and local students. We have pupils from over 70 nationalities in the school, which makes for a truly diverse and exciting school population. We have an excellent staff and student body who work together to ensure the best outcomes for the students. The parents are supportive of the school, and the students want to learn, which allows the teachers to focus on student learning. Our sixth form students go to their universities of choice all around the world. I encourage you to take the time to look at our school website and social media feeds for more information about us.



**Natasha Hilton**  
**Head of Primary**

Welcome to Park House Primary School. I am the Head of Primary and am delighted that you are interested in joining us. We are a happy, vibrant school that feels more like a family. Staff who join Park House usually stay for a number of years because they really enjoy the energy and feeling of the school. Our children are happy and want to learn, and we find that our parents are really supportive. Our staff and children come from all over the world, making our working environment quite eclectic with huge possibilities to share great, collaborative ideas, and staff have the opportunity to be creative in their teaching. Do take a look at our website and social media platforms to see us in action. I look forward to meeting you and hope you will enjoy Park House and Qatar as much as I do.



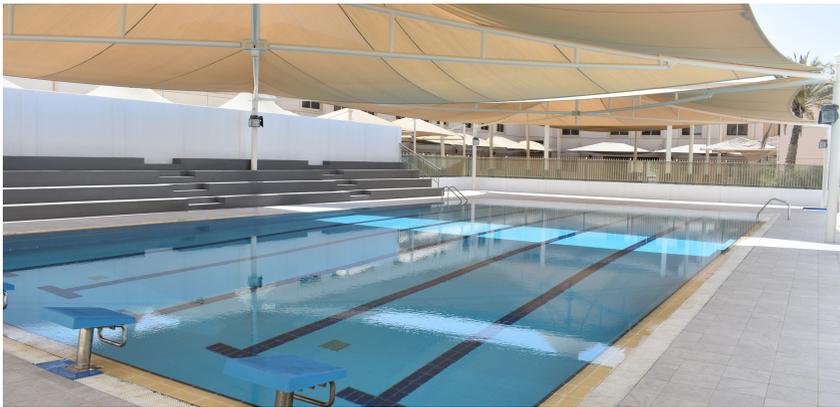
**Waheeda Sulliman**  
**HR Manager**

We are excited that you are interested in making Park House English School your new place of work. I am Waheeda, the HR Manager who, together with our diverse HR team will support you with all your onboarding requirements to Qatar. Our well-developed induction process will help you settle quickly into your new working environment, ensuring that you have an enjoyable journey with us. I urge you to not miss out on an opportunity to join a school that values its staff, cares about them and focuses on providing continuous professional development to guarantee that they experience a rewarding career with us.



## LIFE AT PARK HOUSE

### Our facilities



### What our parents say

"As a parent, all I want for my children is a bright future as well as a very healthy social life that is supported by caring teachers and lovely students, and I know that this is all guaranteed with Park House."

"When we visited the school, we loved the feel of the school. It's very much a family, community feel."

### What our students say

"The most rewarding aspect about being a student at Park House is that the school has opened me up to many more opportunities."

"The environment created here is very supportive and very comfortable."

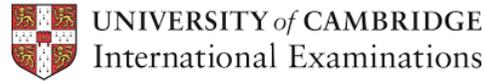
"This school has exposed me to people from a variety of different cultural backgrounds."



مدرسة المنتزة الإنجليزية  
PARK HOUSE ENGLISH SCHOOL

## LIFE AT PARK HOUSE

### Accreditations



Cambridge International School



Network Lead  
School



Proud to deliver



### Social Responsibility Initiatives



Qatar Cancer Society  
الجمعية القطرية للسرطان



الجمعية القطرية للسكري  
Qatar Diabetes Association

Member of Qatar Foundation عضو في مؤسسة قطر

### Achievements



2020 BISQ Champions



2021 Best Violinist



2021 Qatar British  
Business Forum Cover  
Design Winner



## WORKING AT PARK HOUSE



**Charlotte Devine**  
Secondary English Teacher

My time at Park House has been a little different to that of my colleagues: I have seen what it's like to be a student and a teacher here. Through the two lenses, I can honestly say that a positive environment and a love for learning has been at the core of both experiences.

Between September 2007 and June 2011 I undertook my IGCSEs and A Levels in a challenging and nurturing environment, preparing me for University life and leaving school with lifelong friends from all corners of the world. I enjoyed coming to school each day, looking forward to seeing my peers and teachers and fully immersed myself in the school community. Moving from the U.K. school system to Park House gave me a completely new, positive outlook on education and long-lasting happy memories. Little did I know that 9 years later in 2020, I would find myself working as a Secondary English teacher in the very school I loved so much.

I really feel like part of a family here at Park House. There is always help if you need it whether it be for work-life or home-life and there are many opportunities for progression. 'Teaching and Learning' at Park House is encouraging and supportive rather than onerous, keeping standards high in a positive way rather than feeling 'under the microscope'. Staff at Park House feel valued and our wellbeing has been put to the forefront in the past few years with a cross-phase, staff-led committee driving initiatives to keep spirits high and looking for ways to improve our day-to-day experience.



**Gabriela Nuñez**  
Head of Music

The family feel and close-knit community of the school are what best defines Park House English School. Over my years at Park House, I have come to view the school as a 'home away from home' and I have always looked forward to coming to work. The students really are amazing from both a behavioural and academic point of view – they are an absolute pleasure to teach. The students respond well to challenges and different teaching styles and techniques, enabling you to proactively develop your teaching skills. Teaching and learning are at the centre of everything that we do and teachers are encouraged to have an open-door policy, allowing for lively conversations about teaching methods and concepts. The multi-cultural aspect of the school is one of the strengths of Park House and it is a privilege to teach young people from such a diverse range of backgrounds. This range of cultures also provides an excellent environment to share different styles of performance. Colleagues are positive, friendly and supportive of each other.



## CONTINUOUS PROFESSIONAL DEVELOPMENT



We regularly organise CPD days for our staff as a part of our school's continuous improvement plan.

In addition, staff are able to request specific courses which they think would be beneficial to enhance their teaching and learning tools.





## LIVING IN QATAR



Qatar is a peninsula in the east of Arabia bordering the Persian Gulf.

Qatar has a vibrant expatriate culture. Expatriates make up at least 75% of Qatar's total population.



### CULTURE IN QATAR

Modernised and progressive in many ways, Qatar is a very traditional Muslim country with welcoming, friendly and helpful locals. Expats are encouraged to respect cultural and religious norms and dress and act conservatively, especially when out in public. Qatar is family-friendly and a great place for children. The work/school week runs from Sunday through Thursday. On Friday, the Islamic holy day, most stores and businesses will be closed until late afternoon or evening. The Christian churches in Doha also hold their main services on Fridays.



### TRAVELLING TO QATAR

The national airline is Qatar Airways and is one of the largest airlines in the world. A flight to Doha/Qatar takes roughly 7 hours from London/England and more than 12 hours from New York/USA. Qatar is a popular travel hub, which makes travel to your chosen destination convenient and stress-free!



### WEATHER

The climate of Qatar is desert. It is mostly a dry heat, with very mild winters, and very hot and sunny summers. Basically, there are two main seasons: a cooler season from December to February, and a hot season from April to October. The winter period (between November and May) in Qatar is still relatively warm and allows for a wonderful outdoor lifestyle.



## LIVING IN QATAR



### EXPLORING QATAR:

- **Qatar's Museum of Islamic Art**, designed by architect I.M. Pei, is a masterpiece and regularly brings in some fantastic touring exhibits.
- **Arab Museum of Modern Art**, Mathaf which showcases Arab artists rather than Arab style art.
- **Souq Waqif** ("the standing market") is a marketplace in Doha, in the state of Qatar. The souq is noted for selling traditional garments, spices, handicrafts, and souvenirs. It is also home to dozens of restaurants and shisha lounges. The area is very popular with locals and expats alike as it offers multiple dining options in the same location.
- **Katara Cultural Village** was built to reflect the heritage of Qatar, and the location hosts various performances and exhibits. There are a number of restaurants and a public beach as well.
- **Desert camping** at Zekreet, the Inland Sea or the many beautiful beaches around Qatar. There are regular dune and camping outings all around Qatar. In the cooler months, many expats spend their weekends out in the desert. It is also exhilarating to go dune bashing, but make sure you go with a hired driver.
- **Film festivals** bring some great independent movies and well-known celebrities to the area. The films are screened at various indoor and outdoor venues, and tickets sell quickly.
- **Shopping Malls** – Qatar has the finest shopping malls and offers an international experience.
- **Hobbies** – You can indulge in many hobbies from arts and crafts to baking, working out at the gym and much more.
- **Sports** - Qatar is a great place to be a sports spectator to watch everything from seasonal camel races with robot jockeys to professional football matches, tennis and golf tournaments, equestrian events and motocross races. The country has hosted the Asian Games and Asian Cup Football championship. Tickets to sporting events are free or relatively inexpensive and easy to get from kiosks in most malls and other locations around Doha. You can also join one of the many sports clubs in Qatar e.g. football, rugby union, swimming, scuba diving, sailing, running, golf, and cycling to name a few of the clubs available to locals and expats alike.
- **Restaurants and Bars:** Qatar is home to a huge range of restaurants, from cheap neighbourhood restaurants to 5-star dining experiences with celebrity chefs. There is also a significant range of bars, from beach bars to Irish pubs to the Belgian Café.
- **Travelling** within the region is easy, convenient and inexpensive. Beyond the Middle East, destinations in Africa, Europe and Asia are also very manageable.

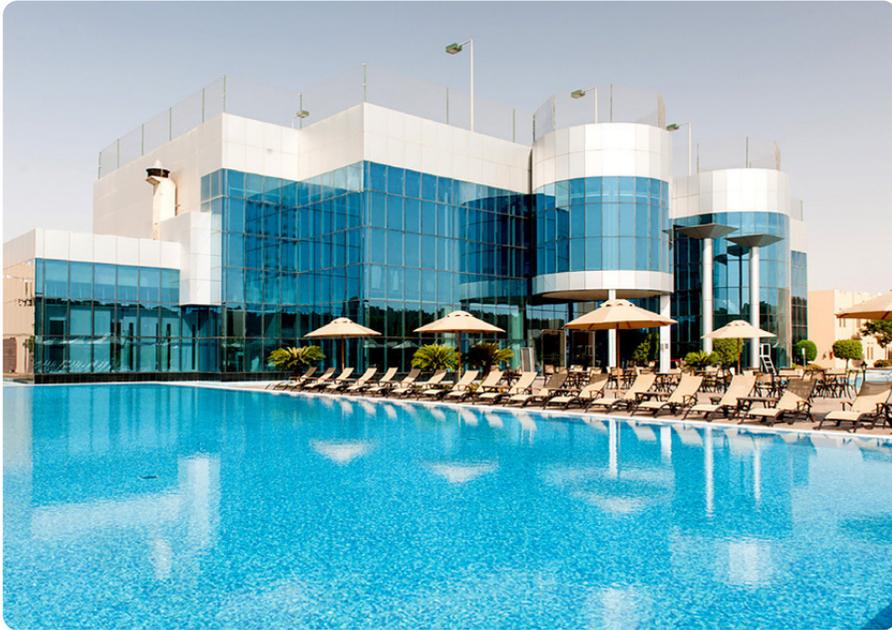




## LIVING IN QATAR

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### STAFF ACCOMMODATION - AIN KHALID GATE



Ain Khalid Gate is an exclusive gated community in Doha. Traditional Qatari architecture reflects on the 193 villas and 685 apartments within the premises. This is the ideal location to raise a family: Both young and old will appreciate living in 147,000 square meters of beautifully landscaped environment. Aside from leisurely strolls in the community, tenants can also enjoy other premium facilities such as the gym, racquet court, swimming pools, and clubhouses.

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## THE INTERNATIONAL SCHOOLS PARTNERSHIP (ISP)

Park House English School is part of the International Schools Partnership (ISP), a global group of 50 schools, which ensures outstanding international learning connections, quality assurance and excellent governance. This makes us truly international working in partnerships within and across regions, cultures and languages.

ISP is creating a leading learning-centred international family of private schools that provide high quality education for 2 - 18 year olds. We are a growing group with schools located in the UK, the USA, Spain, Costa Rica the United Arab Emirates, Qatar, Malaysia, and Mexico. From our inception in 2013, we have expanded to a family of over 50 schools delivering multiple curricula and building on local brands and reputations with around 45,000 students and 7,000 staff located across the globe.

**ISP Vision** - To be an international schools group of quality and scale, recognised across local communities and the education sector for amazing learning, ambition and growth.

**ISP Purpose** - We are a focused, growing and financially secure group of schools. All our schools:

- Help children and students learn to levels that amaze them;
- Inspire children and students to be successful now and equip them to be successful later;
- Are truly international, working in partnerships within and across regions, cultures and languages;
- Aim to be the first choice for children, students and their families, wherever we are.

**ISP Principles** - Our principles emphasise and underpin how we do what we do.

- We begin with our children and students;
- Our children and students are at the heart of our business;
- We treat everyone with care and respect;
- We look after one another, embrace similarities and differences and promote the wellbeing of each other;
- We operate effectively;
- We focus relentlessly on the things that are most important and will make the most difference;
- We are financially responsible; we make financial choices carefully based on the needs of the children, students and our schools;
- We learn continuously; getting better is what drives us.



45,000  
Students



7,000  
Staff



50  
Schools



15  
Countries



16  
Curricula



## SAFER RECRUITMENT POLICIES

Park House English School considers the safety of its students of paramount importance.

**As such, Park House, together with ISP, are committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and satisfactory criminal background checks, or equivalent, covering the previous ten years' employment history.**

We encourage you to read through three of our main safer recruitment policies:

- Park House English School Whistleblowing Policy
- ISP Safer Recruitment Policy
- Park House English School Child Safeguarding Policy





# SAFER RECRUITMENT POLICIES

Policy number: **2.12**

Owner: **Principal**

Date of issue / last review: **November 2021**

Review date: **November 2022**



## Whistleblowing Policy

### Rationale

The International Schools Partnership and the Principal are committed to delivering a high-quality education service to pupils and expect high standards from their staff and contractors. In order to maintain these high standards a culture of openness and accountability is vitally important.

### Aims

The aims of this policy are threefold:

- to encourage staff to raise concerns about malpractice within the school without fear of reprisal
- to reassure staff that concerns will be taken seriously
- to provide information about how to raise concerns and explain how the Principal and ISP may respond.

### Scope of Policy

This policy applies to all school employees, agency staff, contractors and volunteers engaged by the school. There is a separate procedure for pupils and parents to raise concerns about school-related issues.

### What is Whistleblowing?

In practical terms, whistleblowing occurs when a concern is raised about danger or illegality that affects others. As the person raising the concern you will not necessarily be directly affected by the danger or illegality. Consequently, you will not necessarily have a personal interest in the outcome of any investigation into your concerns. This is different from a complaint or grievance. If you make a complaint or lodge a grievance, you are saying that you personally have been poorly treated. This poor treatment could involve a breach of your individual employment rights or bullying, and you are entitled to seek redress for yourself.

### Raising concerns on Malpractice

Malpractice covers a wide range of concerns. The types of activity that should be disclosed include but are not limited to the following:

- the physical, emotional, or sexual abuse of pupils or staff
- unauthorised use of School funds and/or financial maladministration
- fraud and corruption
- failure to comply with legal obligations
- endangering of an individual's health and safety
- damage to the environment
- a criminal offence
- failure to follow financial and contract procedure rules
- showing undue favour to a contractor or a job applicant
- miscarriages of justice
- deliberate concealment of information relating to any of the above



# SAFER RECRUITMENT POLICIES

## Whistleblowing Policy

- concerns about the professional practice or competence of colleagues, other members of staff or other workers

Staff should raise their concerns with the Principal. The earlier a concern is raised, the easier it will be to take action. You, the whistleblower, are a witness to events, not the investigator. You do not need to wait for compelling evidence of malpractice before raising concerns, but you must have reasonable grounds for your suspicion.

When reporting a concern, you should provide as much information and detail as possible. In particular, you should provide the full names of the people involved or who know about what is happening, including dates of events and any relevant documentation. This will help the investigator to focus on the main issues quickly.

There will be some cases where it is not appropriate for you to raise concerns with your Principal, for example, where you suspect your Principal already knows about the malpractice or where you suspect your Principal may be involved. In those cases, you should report your concerns to the Regional Whistleblowing Officer, Mina Ansari, Regional Head of HR at mansari@ispschools.com.

Initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. You will be advised whether an investigation takes place or not.

### Advice and Support

The school recognises that staff may wish to seek advice before raising concerns and the school has no objection to you doing this provided you have maintained confidentiality and you do not breach any local laws (e.g. defamation laws).

Whistleblowers who consider that they have been victimised as a result of whistleblowing should make a formal complaint to the ISP Regional Head of HR immediately giving details of the way in which they believe they have been subject to detriment and their reasons for thinking that the detriment might be connected with their disclosure.

- We hope that in most cases staff will raise their concern with the PHES DSL or DDSL. However, where the matter is more serious, or the staff member feels that their DSL or DDSL has not addressed their concern, or the staff member prefers not to raise it with them for any reason, the staff member should inform the School Principal before escalating to the Regional Whistleblowing Officer, **Mina Ansari**.
- Any concerns raised by a whistleblower should be fully investigated and the outcome confirmed to the Principal and then the Regional Managing Director. The Regional Managing Director shall have discretion to determine what information should be provided to the whistleblower, and whether the whistleblower should be notified of the outcome.
- Whistleblowers should not suffer any detrimental treatment as a result of raising a genuine concern. If a whistleblower makes false allegations maliciously or with a view to personal gain, the whistleblower may be subject to disciplinary action in accordance with our Disciplinary Policy Statement and the Regions Disciplinary Policy Application Note.

This Policy should not be used for complaints relating to a staff member's own personal circumstances, such as the way they have been treated at work. In those cases, the staff member should follow our Grievance Policy.

The school understands that you may be reluctant to come forward with information about the wrongdoing of a colleague or manager or indeed at all. As such, the school recognises that whistleblowers may wish to raise concerns in confidence. If you (the whistleblower) make a request for the matter to be kept confidential then your identity will not be revealed without discussing the matter with you first.



# SAFER RECRUITMENT POLICIES

## Whistleblowing Policy

### Anonymous Allegations

It is recognised that the purpose of a whistleblowing policy is to allow people to make protected disclosure with the protection being against any reprisals or victimisation for disclosures made honestly and in good faith. It is very difficult for some people to come forward and make a disclosure and the prospect of having to identify yourself can make the action of whistleblowing all the more daunting. You are encouraged to give your name when raising concerns.

A concern expressed anonymously is much less powerful and is often more difficult to investigate and can lack credibility. The decision whether to investigate an anonymous allegation will be made by the Principal and Regional Manager. When making this decision they will take into account the seriousness of the issues raised, the credibility of what is being said and the likelihood of confirming the allegation from other sources.

### Protection for the Whistleblower

All concerns raised under this procedure will be treated seriously and a decision made about whether an investigation is appropriate. Depending upon the nature of the matter it may be referred to the external auditor or the police. The person to whom you reported your concern will be responsible for keeping you informed about the progress of the investigation and the action, which has been taken, although you may not be told the outcome. In some cases, the investigation may result in criminal or disciplinary proceedings. If this happens you may be invited to give a written statement or give evidence at a hearing. The Principal will support you in this process and ensure that you are clear about what will happen.

### Allegations not made in good faith

The school will not tolerate abuse of this Policy. Concerns that are raised frivolously, maliciously, or where they are known to be untrue may result in disciplinary action or, in the case of agency staff, the termination of the agency contract. In the case of contractors, the matter will be reported to the relevant Contract Manager so that a decision can be made about the appropriate action to take.

### Reviews and operation of this policy

ISP, in partnership with the school, has overall responsibility for the operation of this policy.



# SAFER RECRUITMENT POLICIES

Version Number: 2

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Previous Version: 20181122

Original Version: 20181122

Owner: Group Health and Safety Director/Group Head of Safeguarding

Type of Paper: Policy Application Note

Topic Area: Human Resources and Health and Safety

Document Ref: PAN.HS.001.001.20181122



International  
Schools  
Partnership

## Guidance and Information - Safer Recruitment

### A. Purpose

ISP considers the safety of its students of paramount importance and we make a commitment to protecting the children with/for whom we work.

To this end, and in addition to a Child Protection and Safeguarding Policy in our schools, ISP recognises the need to ensure, where possible, the safety of our students when we employ, and continue to employ, persons responsible for the delivery of teaching and learning, care of students in our schools, or those persons who interact with our students on behalf of the Company.

For new schools and businesses that are integrated to ISP, it is important to observe and ensure that Safer Recruitment is in place. Your Regional HR representative will implement this Safer Recruitment Application Note as soon as practicable.

### B. Scope

This document applies to all ISP Schools, Regional and Central Offices and is the process that should be followed during all recruitment.

Failure to comply at any level with the ISP Safer Recruitment and Safeguarding processes will be considered gross misconduct and face disciplinary procedures.

### C. Process

This application note has been developed to embed safer recruitment practices and procedures throughout ISP, its schools, offices and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care.

This Application Note has been approved by the ISP Senior Management Team and will be reviewed on an annual basis to ensure it continues to be in line with considered best practice.

The application note reinforces the expected conduct outlined in the ISP/School Code of Conduct as well as the ISP/School Whistleblowing Policy with which all staff are expected to be familiar. All successful candidates for paid or volunteer employment will be made aware of these documents.

This application note is an essential element in creating and maintaining a safe and supportive environment for all students, staff and others within the ISP community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

1. attracting the best possible candidates/volunteers to vacancies
2. deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
3. identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

ISP is committed to using procedures that deal effectively with those adults who fail to comply with ISP's safeguarding and child protection procedures and practices.

Any abuse against a member of staff will be dealt with in accordance with local guidance or law and will be reported to the relevant Regional Managing Director. ISP guidance will be followed if any member of ISP/school staff, volunteer or contractor has:

1. behaved in a way that has harmed a child, or may have harmed a child
2. possibly committed a criminal offence against or related to a child
3. behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children



# SAFER RECRUITMENT POLICIES

## Guidance and Information - Safer Recruitment

As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who is currently living and working or has previously lived and worked in the UK, following disciplinary investigation, is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

### D. Roles and Responsibilities

The Group HR Director will:

- ensure the safe and fair recruitment and selection of staff at central and senior levels of ISP.
- ensure that appropriate staff at all levels have completed safer recruitment training and repeat this every 5 years.

The Regional Managing Director will:

- ensure the region and schools have effective procedures in place for the safe and fair recruitment and selection of staff and volunteers
- monitor compliance and ensure these do not breach local laws
- ensure that appropriate staff have completed safer recruitment training and repeat this every 5 years

The Principal will:

- ensure the school has effective procedures in place for the safe and fair recruitment and selection of staff and volunteers and that these are reviewed on a regular basis to ensure that they meet local laws
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors and agencies compliance with this document
- promote the safety and well-being of children and young people at every stage of this process

### E. Procedure

#### Inviting Candidates

All advertisements, paid or unpaid, will include the following statement;

[School] and ISP are committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.

All applicants will receive a pack containing the following when applying for a post:

- A statement of the school's/ISP's commitment to ensuring the safety and well-being of the children and young people in our care.
- Job description and person specification
- The ISP Safeguarding Policy
- The ISP Safer Recruitment Policy
- The selection procedure for the post
- The schools/ISP whistleblowing policy
- An application form
- Copy of the School's/ISP Code of Conduct

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Candidates submitting an application form completed online will be asked to sign the form if called for an interview.

A curriculum vitae will not be accepted in place of a completed application form.

#### Identification of the Recruitment Panel

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment within the last 5 years.



# SAFER RECRUITMENT POLICIES

## Guidance and Information - Safer Recruitment

### Shortlisting and References

Candidates will be shortlisted against the person specification for the post.

Two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure (note references should come from the line manager of the previous organisation, not a colleague).

References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of the interview.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people, if applicable
- Any substantiated allegations
- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people
- The candidate's suitability for the post.

Reference requests will include the following:

- Applicants current post and salary
- Attendance record
- Disciplinary record

All appointments are subject to satisfactory references, vetting procedures and criminal background checks.

### Invitation to Interview

Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- Be asked to provide proof of identity

### The Selection Process

Selection techniques will be determined by the nature and duties of the post, but all vacancies will require an interview of short-listed candidates.

Interviews will, where possible, always be face-to-face and may include additional interview techniques such as observation or exercises. Where this is not possible, an initial Skype interview will be conducted, followed by a face-to-face meeting with short-listed candidates.

Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the Criminal Background check or equivalent.
- Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote the ISP/School core values.

### Employment Checks

An offer of appointment will be conditional, and all successful candidates will be required to:

- Provide proof of identity



# SAFER RECRUITMENT POLICIES

## Guidance and Information - Safer Recruitment

- Provide Criminal Background Checks or equivalent covering any country they have lived and worked in during the last 10 years.
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire (in countries where this is permitted)
- Provide proof of eligibility to live and work in the country of employment

The above must be included in the conditional offer letter clearly stating that failure to comply will result in the offer being withdrawn.

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Register
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Employment will commence subject to all checks and procedures being satisfactorily completed.

### Induction

All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.

All successful candidates will undergo a period of induction and will:

- Meet regularly with their induction tutor

OR

- Meet regularly with their line manager
- Attend appropriate training including generalist child protection training

### Supply Staff

All supply staff will be subject to the 10-year background checking policy and will be required to complete the generalist child protection training.

### Peripatetic Staff

Will be required to provide a current criminal background check or equivalent for the country they are working in and complete the generalist child protection training

### Contracted Staff

The contracted company will be required to provide a current criminal background check or equivalent for the country they are working in for every member of their staff working in the school or a letter confirming that they have these on file and will be kept updated every three years.

### Single Central Register (SCR)

Each school should have in place a Single Central Register (SCR) using the required ISP format which captures the details of all adults that engage in regular activity with the school both on and off site i.e. this should include all employed teaching and non-teaching staff, contractors and volunteers.

This document should contain the full details required of each column e.g., Police Background checks, references and safeguarding training.

No adult must be allowed to carry out any form of activity with or around children until all elements of the SCR are complete and hence all checks are in place making the adult compliant with the SCR.

Senior Leaders should ensure that the completion of the SCR is an identified role in the job description of the person/s carrying out recruitment processes.

Senior Leaders at school and Regional Level should regularly check the content of the SCR and record their check on a suitable log. Any falsifying of this document will be considered gross misconduct and subject to disciplinary procedures.



# SAFER RECRUITMENT POLICIES

Policy number: **2**

Owner: **Principal**

Date of issue / last review: **September 2021**

Review date: **September 2022**



## Child Safeguarding Policy

### Rationale

Park House English School is committed to safeguarding and promoting the welfare of pupils and expects all staff members to share this commitment.

### Aims

To ensure that all members of staff know:

1. The signs and symptoms of concern;
  2. How to respond to a pupil who discloses abuse;
  3. What to do if they are concerned about a child.
- All parents/guardians are made aware of the child safeguarding procedures through the publication of the schools' Child Safeguarding Policy on the school website.
  - Community users organising activities for students are aware of the school's child safeguarding guidelines and procedures.
  - We will ensure that our selection and recruitment of staff meets local recruitment requirements and international best practice.

### Responsibilities

At Park House English School, the Designated Child Safeguarding Leads are:

- Natasha Hilton (Head of Primary)
- Deputy: Anna Stuart (Deputy Head of Primary)
- James Moyes (Head of Secondary)
- Deputy: Jarad Robson (Key Stage 3 Leader)

The person with overall responsibility is the Principal.

Colleagues working for our 3rd party contractor organisations can inform **John Smith** (Principal) of any child protection concerns.

The designated Child Safeguarding Officers are responsible for:

- keeping written records of concerns about a child;
- ensuring that all such records are kept confidentially and securely and are separate from student records;
- ensuring that an indication of further record-keeping is marked on the student records;
- providing advice, guidance and support to staff in child protection matters;
- liaising with the Principal to inform him of any issue and ongoing investigations and to ensure that there is always cover in place for the Designated Child Safeguarding Officers;
- organising child protection training for all school staff;
- providing, the Principal with an annual report for the governing body, detailing any changes and reviews of relevant policy and procedures; training undertaken by the Designated Child Protection Officers, and by all staff and regional manager; number and type of incidents/cases (anonymised).

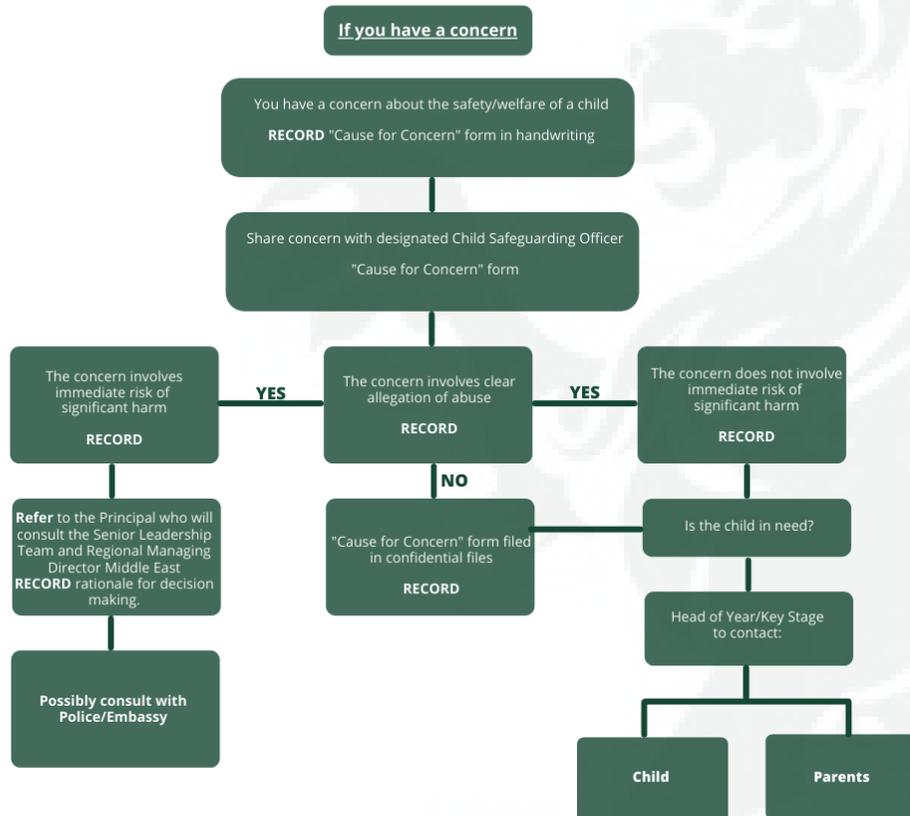


# SAFER RECRUITMENT POLICIES

## Child Safeguarding Policy

### Procedures

#### Procedure 1: Reporting concerns about a child



#### Possible signs of abuse

A child may be experiencing abuse if he or she is:

- Frequently dirty, hungry or inadequately dressed
- Left in unsafe situations or without medical attention
- Constantly 'put down', insulted, sworn at or humiliated
- Seems afraid of parents or carers
- Severely bruised or injured
- Displays sexual behaviour which does not seem appropriate for their age
- Growing up in a home where there is domestic violence

Remember, this list does not cover every possible type of child abuse. You may have seen other things in a child's behaviour or circumstances that worry you. Please see the appendices for a more comprehensive list.

#### How to respond to signs or suspicion of abuse

Things to do	Things to avoid
<ul style="list-style-type: none"> <li>• Record your concern on the 'Cause for Concern' form (see appendix). This should be handwritten.</li> <li>• Report your concern to the Child Safeguarding Officer.</li> <li>• Re-refer and challenge if the situation does not seem to be improving.</li> </ul>	<ul style="list-style-type: none"> <li>• Ignore</li> <li>• Dismiss</li> <li>• Investigate</li> <li>• Examine a child</li> <li>• Take photographs of injuries</li> <li>• Attempt to resolve the situation in isolation</li> </ul>

It may be that there is a cause for concern but it is not thought to be child protection. A 'Cause for Concern' form should still be completed and passed to the DSL.



# SAFER RECRUITMENT POLICIES

## Child Safeguarding Policy

### Procedure 2: Reporting concerns about a colleague

If an allegation is made directly by a student to a member of staff, the member of staff receiving the allegation will immediately inform one of the Designated Safeguarding Leads (DSLs).

The DSL will then investigate the allegations to establish:

- Who made the allegation
- The nature of the allegation
- Where and when the alleged incident took place
- Who was involved
- Whether there were any witnesses

All allegations made against members of staff will be reported to the Principal.

The member of staff against whom the allegations have been made, may be suspended (with pay) pending investigation, in order to protect all parties involved.

If the outcome of the investigation establishes that abuse has occurred, due to failure to meet applicable professional standards, the member of staff involved shall be dealt with through the Human Resources Procedure. If the allegation made to a member of staff concerns the Principal, the person receiving the allegation will immediately inform the ISP Regional Managing Director Middle East, Bharat Mansukhani, who will then investigate the allegations.

In the event of an allegation against the Principal, the decision to suspend will be made by ISP Regional Whistleblowing Officer, **Mina Ansari**.

In all cases where the investigation establishes that a criminal offence has occurred, the Qatar police and the relevant Embassy may be informed and the case handed over to them.

### How to respond to an allegation of abuse against staff

All school staff should adopt **safe working practices** when working with students:

- Avoid one to one situations where possible
- Be visible if you are in the situation where you are working alone with students (let someone know where you are, who you are with and why, and for how long)
- Avoid unnecessary physical contact
- Ensure all contact during lessons is appropriate, visible and in context
- Maintain appropriate communication with students both in and out of school
- Never give a personal mobile number or personal email address to a student
- Staff must not have students as 'friends' via any social media or social networking site.
- Never give an individual student a gift that is not part of the 'Rewards Policy'
- You must adopt high standards of personal conduct
- If you think you have done something that could be misinterpreted, then self-report

### Whistleblowing

We recognise that students cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the management of child safeguarding, which may include the attitude or actions of colleagues. If necessary, they should speak with the Principal or the ISP Regional Whistleblowing Officer, **Mina Ansari** by emailing [mansari@ispschools.com](mailto:mansari@ispschools.com)

If there is concern that the student is at risk of significant harm, the DSL should report to the Principal who in turn will report to ISP Regional Whistleblowing Officer, **Mina Ansari**.

In cases where criminal acts are involved or suspected the Principal may inform the Qatar police and the relevant Embassy.



# SAFER RECRUITMENT POLICIES

## Child Safeguarding Policy

### Record keeping

- All staff/volunteers have a responsibility to record their cause for concern or any disclosure of abuse.
- A 'cause for concern' form (see appendix) should be used. This should be **handwritten** and passed to a designated DSL. In the event of a DSL not being available, all concerns should be handed to the Deputy DSL (DDSL).
- The DSL has responsibility to keep these in the confidentially child protection file. These are kept separate from student records.
- The DSL should then make an indication of further record keeping on the student records.

### Visitors

All visitors will be issued with a PHES Safeguarding booklet the first time they visit school. All visitors are issued with a colour coded lanyard.

	The visitor has provided a current police check and can access the school unsupervised once they have signed in and read the safeguarding booklet.
	The visitor has read the safeguarding booklet provided and has signed to agree to the policies and procedures within the booklet. These visitors will need to be supervised when walking around the school and working with pupils.
	The visitor is not to be with pupils and must be supervised when moving around the school.
	Parents or approved carer to wear their lanyard when dropping off and picking up their child (to be fully implemented by the end of Term 2 2021)

	Contractors generally come after school hours. However, if they come during school hours, they will be supervised. Cleaners that work during the day are all safeguard trained and police checked.
	Security staff and they are safeguard trained and police checked.
	All PHES Staff

Whilst Covid precautionary measures are still in place, colour coded **stickers** will be used rather than lanyards.

### When a pupil leaves or is admitted to PHES

When a pupil leaves Park House, the Admissions Team will obtain forwarding information, including the contact details of the DSL at the forwarding school. The DSL will then package any safeguarding information safely and securely for the Admissions Team to send to the pupil's new school.

As part of the admissions process, the Admissions Team will request the contact information for the DSL from the pupil's previous school. They will email the DSL the Child Protection Handover form for each pupil transferring (see Appendix 3).

### Confidentiality

We abide by the principle that the 'welfare of the child is paramount'. Privacy and confidentiality will be respected where possible but if doing so leaves a child at risk of harm then the child's safety has to come first. It is fine to share information if someone is worried about the child.



# SAFER RECRUITMENT POLICIES

## Child Safeguarding Policy

Not everyone needs to know when a concern or worry is raised. This respects the child's/ family's and/or staff's rights to privacy.

Only people who need to know should be told about it. Otherwise, there might be gossip and rumours.

We will always undertake to share our intention to contact the child's parents with the child before doing so.

We will always undertake to share our intention to contact the police in suspected criminal cases with the child's parents unless to do so could put the child at greater risk of harm, or impede a criminal investigation.

### Tutoring

Some teachers may decide to tutor pupils outside of school hours, on the school site.

Whilst teachers must take responsibility for their own safety should they choose to tutor, it is important to adhere to the school safeguarding procedures at all times.

Teachers must:

- Ensure they have a 'buddy teacher' in school whilst they tutor.
- Move to a central part of the school to ensure that they are not alone with a pupil with a closed door.
- Be socially distanced at all times.
- Teacher and pupil to wear masks at all times.
- Follow the safeguarding procedures laid out in this policy.

### Facilities and Security Staff

All facilities staff will receive awareness, conduct and reporting training. Information will be shared with facilities staff in a language they are confident with. An expectation of conduct document will be read and signed by each member of the team.

Facilities staff are not to be alone with pupils at any time and are not permitted to clean the toilets whilst there are pupils in there. When toilets are being cleaned, a yellow sign will be placed outside the door to inform pupils that the toilets are not available, at that time.

### Appendix 1: Signs and Indicators of Abuse

Neglect	Emotional	Physical	Sexual
<ul style="list-style-type: none"> <li>• Tired/listless</li> <li>• Unkempt</li> <li>• Poor hygiene</li> <li>• Untreated medical conditions</li> <li>• Medical appointments missed</li> <li>• Constantly hungry or stealing food</li> <li>• Over eats when food is available</li> <li>• Poor growth</li> <li>• Poor/late attendance</li> <li>• Being regularly left alone or unsupervised</li> <li>• Dressed inappropriately for the weather condition</li> <li>• Having few friends and/or being withdrawn</li> <li>• Ill-equipped for school</li> </ul>	<ul style="list-style-type: none"> <li>• Failure to thrive</li> <li>• Attention seeking</li> <li>• Over ready to relate to others</li> <li>• Low self esteem</li> <li>• Apathy</li> <li>• Depression/self-harm</li> <li>• Drink/drug/ solvent abuse</li> <li>• Persistently being over protective</li> </ul>	<ul style="list-style-type: none"> <li>• Unexplained injuries</li> <li>• Injuries on certain parts of the body</li> <li>• Injuries in various stages of healing</li> <li>• Injuries that reflect an article used</li> <li>• Flinching when approached</li> <li>• Reluctant to change</li> <li>• Crying/instability</li> <li>• Afraid of home</li> <li>• Behavioural extremes</li> <li>• Apathy /depression</li> <li>• Wanting arms and legs covered even in very hot weather</li> </ul>	<ul style="list-style-type: none"> <li>• Age inappropriate sexual behaviour /knowledge/ promiscuity</li> <li>• Wary of adults/running away from home</li> <li>• Eating disorders /depression/ self-harm</li> <li>• Unexplained gifts/ money</li> <li>• Stomach pains when walking or sitting</li> <li>• Bedwetting</li> <li>• Recurrent genital discharge</li> <li>• Sexually transmitted diseases</li> </ul>



# SAFER RECRUITMENT POLICIES

## Child Safeguarding Policy

### Appendix 2: Cause for Concern Form

Cause for concern forms can be downloaded from the whole school shared drive, here; H:\POLICY MANUAL\1. Child Safeguarding\Safeguarding Documents

Paper copies can be obtained from the following places:

- Head of Primary office
- Head of Secondary office
- Deputy Head of Primary office
- Nurses' room
- Security booth at the school's entrance
- Secondary Assistant Head office
- Key Stage 3 and 4 office

The form is titled "Cause for Concern Reporting Form (to be hand written) STRICTLY CONFIDENTIAL". It includes a header with the school logo and name. Below the title is a field for "Pupil Name". A table with columns "Year Gp", "Class", "Date", and "Time" is provided. A large text area is labeled "Concerns (Please state the facts not your opinion. Continue on reverse if necessary)". Below this are two rows for "Reported by" and "Signed" with fields for "Role" and "Date". At the bottom, a section for "Action to be taken (Completed by Designated Child Protection Officer)" includes fields for "Signed", "Date", and "Role".



# SAFER RECRUITMENT POLICIES

## Child Safeguarding Policy

### Appendix 3: Child Protection Statement Form



#### Child Protection Statement

The person mentioned below has been accepted as a pupil at Park House English School. In line with our school's Child Protection (CP) policy, I would be grateful if you could complete this form and return directly to [natasha.hilton@parkhouseschool.com](mailto:natasha.hilton@parkhouseschool.com) Designated Safeguarding Lead

Student Name: .....

Previous school .....

Does this pupil have any Child Protection issues? YES\* / NO

Please also provide brief details of any serious pastoral concerns (e.g. eating disorders; self-harm etc.)

.....  
.....  
.....

Signed .....

Print Name.....

Position .....

School Stamp

If you have answered YES\* above please send any records in a sealed envelope marked 'Strictly Confidential' for the attention of  
Mrs Natasha Hilton,  
Designated Safeguarding Lead  
Park House English School  
990 Mesaimeer Road  
Doha  
Qatar  
PO Box: 22215



#### Child Protection Statement

The person mentioned below has been accepted as a pupil at Park House English School. In line with our school's Child Protection (CP) policy, I would be grateful if you could complete this form and return directly to [james.moyes@parkhouseschool.com](mailto:james.moyes@parkhouseschool.com) Designated Safeguarding Lead

Student Name: .....

Previous school .....

Does this pupil have any Child Protection issues? YES\* / NO

Please also provide brief details of any serious pastoral concerns (e.g. eating disorders, self-harm etc.)

.....  
.....  
.....

Signed .....

Print Name.....

Position .....

School Stamp

If you have answered YES\* above, please send any records in a sealed envelope marked 'Strictly Confidential' for the attention of  
Mr James Moyes,  
Designated Safeguarding Lead  
Park House English School  
990 Mesaimeer Road  
Doha  
Qatar  
PO Box: 22215



# APPLICATION PROCEDURES

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## Application Process

Park House English School, together with ISP, are committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and satisfactory criminal background checks, or equivalent, covering the previous ten years' employment history.

All applicants are required to submit the following:

- Completed TES Application form
- Most recent copy of CV
- One page word document detailing "what high-quality learning means to you and the children in your classroom"
- A learning resource you have recently used with your students
- Contact details of 4 referees with their Name, Title, Institution, Email address and Contact Number
- COVID Vaccination Certificate

## COVID-19 Compliance:

***Park House English School is committed to the wellbeing of its staff by providing a safe and healthy environment for all personnel on-site. All persons who are intending to work for Park House English School are required to comply with the COVID-19 regulations as per the Ministry of Education and Higher Education's Decree Law No 17 of 1990 on the prevention of infectious diseases. This means that all applicants are required to provide a COVID-19 vaccination certificate as part of the recruitment process. This applies to all roles at Park House English School.***

Whilst NQTs are welcome to apply, priority will be given to those with more than 2 years of relevant experience, in particular with the English National Curriculum and the International Primary Curriculum.

Please submit your application via the **Apply Now** button at the bottom of this advert.

## Selection Process

- Prospective applicants must complete, in full, and return a signed application form.
- Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.
- Candidates submitting an application form completed online will be asked to sign the form if called for an interview.
- A curriculum vitae will not be accepted in place of a completed application form.

## Equality and Access

Park House English School is committed to ensuring that all applicants and employees are treated equally and not discriminated against. We welcome applicants from all cultural backgrounds as well as those with additional needs and disabilities.

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recruitment@parkhouseschool.com

+974 4468 3800

990 Mesaimmer Road

Doha, Qatar



مدرسة المنتزة الانجليزية  
PARK HOUSE ENGLISH SCHOOL

RECEPTION