



Safer Recruitment Policy – Checklist Document for Schools and other Agencies

General Notes

- Due to the variety of Safeguarding Policies in schools and colleges it would be impossible to produce a 'one size fits all' safeguarding policy that meets the full requirements of every single individual educational establishment. Encore therefore has produced this policy to inform schools, colleges and other agencies as to the policy and systems we have in place. This meets and exceeds the main requirements we should have in place as a partner organisation to ensure we keep our CYP safe.
- This document supports EYFS settings, schools, and colleges requests for their single central register
- This document considers the latest Keeping Children Safe in Education guidance
- This document clarifies that Encore is a non-statutory charity and as such it is not regulated by, registered with, or associated with the National College for Teaching & Leadership
- For the purpose of Encore's safer recruitment, all those working with CYP are recruited in the same way. This is irrespective as to whether they are employees or self-employed contractors (such as Accredited Teachers). This ensures a consistent approach to safeguarding across the entire organisation.
- The overall Safer Recruitment Policy is the responsibility of the CEO and/or the Designated Safeguarding Lead
- At least one person on a recruiting appointing panel must have received Safer Recruitment Training

Encore Safer Recruitment Checks Aspect	Additional Information	Member of Staff Responsible
Employment Gaps	Application Form requests no gaps in employment. Any gaps checked at interview (and beyond if necessary)	CEO/Designated Safeguarding Lead
A minimum of 2 References	Including explicit questions in respect to candidates' suitability to work with CYP	Business Manager collates. References approved by CEO/DSL
Right to work in the UK		Business Manager
Overseas criminal records check	If recruited from overseas, latest advice from Hoople to be sought	Business Manager
Identity check		Business Manager
Verify professional qualifications as 'appropriate'		Business Manager
Enhanced DBS check including a Children's Barred List check	Encore provides schools with the DBS number together with the date this was certified	Business Manager
Safeguarding Questions at Interview	CEO/Designated Safeguarding Lead	
Suitability to work with CYP	Seen teach or deliver a session to CYP as part of the process	CEO/Designated Safeguarding Lead
Medical health	Is monitored through general line management contact, formal 1:1 supervision and lesson/project observations	Music Education Manager or other relevant Line Manager

Updated September 2024