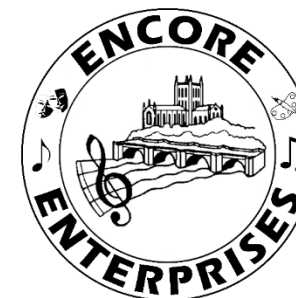


Safer Recruitment Policy – Checklist Document for Schools and other Agencies

Updated March 2024



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

Areas not checked

Aspect	Explanation
Checking the award of qualified teacher status and the completion of teacher induction or probation.	This is because Encore does not appoint staff on STP&C
Prohibition check on all teachers/support staff who undertake 'teaching' work. (This includes delivering lessons to pupils on-line or distance learning)	This is because Encore does not appoint staff on STP&C and is therefore not aligned to NCT&L
Disqualification from childcare check – this would only apply if the music teacher was teaching pupils in YR or if was part of an after-school activity (under the age of 8).	Encore teachers do not form part of the wrap around care provided for schools
A section 128 check	This is a requirement for Maintained and Independent School Leaders and is not applicable to Encore as it does not come under the National College for Teaching and Leadership framework

This document last reviewed March 2024

Cliff Woollard, CEO and Designated Safeguarding Lead for Encore Enterprises CIO