



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 Children and Young People safe.
- This document supports EYFS (Early Years and Foundation Stage) 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 Director of Encore (Business & Operations) 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)	Director of Encore (Business & Operations)
A minimum of 2 References	Including explicit questions in respect to candidates' suitability to work with CYP	Director of Encore (Business & Operations)
Right to work in the UK		Director of Encore (Business & Operations)
Overseas criminal records check	If recruited from overseas, latest advice from Hoople to be sought	Director of Encore (Business & Operations)
Identity check		Director of Encore (Business & Operations)
Verify professional qualifications as 'appropriate'		Director of Encore (Business & Operations)
Enhanced DBS check including a Children's Barred List check	Encore provides schools with the DBS number together with the date this was certified	Director of Encore (Business & Operations)
Prohibition Check		Director of Encore (Business & Operations)
Safeguarding Questions at Interview	Designated Safeguarding Leads	Director of Encore (Business & Operations)
Suitability to work with CYP	Seen teaching or delivering a session to a child or young person as part of the process	Director of Encore (Business & Operations) or another manager
Medical health	Is monitored through general line management contact, formal 1:1 supervision and lesson/project observations	Director of Encore (Business & Operations)/ Music Education Manager / Service Leads

Policy Reviewed: September 2026