



Encore Enterprises CIO

Suite 3
Thorn Office Centre
Thorn Business Park
Rotherwas
Hereford
HR2 6JT

Office Mobile 07483 653642
info@encore-enterprises.com

Letter of Assurance

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 letter 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 requests from EYFS (Early Years and Foundation Stage) settings, schools, and colleges 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 children and young people 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.

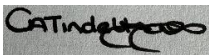
Safeguarding is the responsibility of the Director of Encore (Business & Operations), the delivery of the Safer Recruitment Policy is also overseen by them, in order to ensure that all of the procedures and processes are effectively followed.

At least one person on a recruiting / appointing panel is required to have received Safer Recruitment Training.

Assurances

Encore Enterprises CIO can confirm that the following checks were carried as part of its Safer Recruitment Policy:

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 Children and Young People	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) & Music Education Manager
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

Signed	
Name	Chris Tindell-Jones
Position	Director of Encore (Business & Operations) and Designated Safeguarding Lead
Date	September 2026