



Safeguarding Policy

The safeguarding and wellbeing of all our service users (children, young people and vulnerable adults) is a priority for Encore and we take this responsibility very seriously. It is the responsibility of all our staff and contractors to ensure that they follow Encore's safeguarding policy and also the safeguarding policy of any setting that they work in. Safeguarding procedures are in place to protect staff and freelance contractors as well as our service users.

- The 'Designated Safeguarding Lead' responsible for safeguarding is the CEO of Encore. Encore's Music Education Manager or a Trustee will deputise in their absence. If neither are available then one of the Encore Trustees would make a decision.
- The Encore CEO is responsible for the organisation's safeguarding Policy and Procedures
- Encore will ensure that its 'Designated Safeguarding Lead' is trained at multi-agency level and has an understanding of Safer Recruitment
- In the event of a safeguarding concern, Encore would liaise with agencies such as Herefordshire Safeguarding Children Partnership, MASH (Multi-Agency Safeguarding Hub) and the LADO (Local Authority Designated Officer) etc.

All staff and contractors will:

- Be recruited using 'Safer Recruitment' practices and procedures
- Receive annual safeguarding training
- Receive this policy, and the Safeguarding Procedures and Guidance document, which is a part of this policy, and be expected to adhere to it.

Disclosure and Barring Service:

- All staff and contractors are required to have a cleared enhanced DBS clearance. Most subscribe to the DBS update service, and Encore must be given permission to check it annually. For those who do not subscribe to the renewal service, then they are subject to a renewed DBS check every three years (maximum).
- The Encore Business Manager has responsibility for carrying out and monitoring DBS checks and carrying out the annual checks for those on the 'DBS update service.'
- Settings will be given staff and freelance contractors' DBS details (certificate number and date of issue) on request
- By law, Encore is not able to request a DBS for staff and contractors who only work with adults (including with vulnerable adults). It is important to understand that one or two Encore freelance contractors only work with adults and therefore do not have an enhanced DBS check
- Managers, Leaders and Coordinators will observe staff and contractors and provide advice and support in respect to safeguarding and in enforcing Encore's 'safeguarding procedures' guidelines.

Policy reviewed: September 2024 by the Designated Safeguarding Lead