



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 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 Director of Encore (Business & Operations); they are supported by a deputy designated safeguarding lead. The Director of Encore (Business & Operations) has overall responsibility for the organisation's safeguarding Policy and Procedures

Designated Safeguarding Lead	Director of Encore (Business & Operations)	Overall Responsibility for Safeguarding and Multi Agency Liaison Specific responsibility for Adult Service Users Specific responsibility for Encore Staff & Freelancers Specific responsibility for Safer Recruitment and DBS Specific responsibility for record keeping / documentation and regular reviewing of policies / procedures etc Specific responsibility for social media / communications
Deputy Designated Safeguarding Lead	Music Education Manager	Specific responsibility for Children & Young People Specific responsibility for school liaison in respect of safeguarding

Encore will ensure that all 'Designated Safeguarding Leads' are sufficiently trained to carry out their duties.

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.

This policy should be read in conjunction with the following:-

- Safeguarding Procedures
- Safer Recruitment
- Letter of assurance for schools / settings

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 Director of Encore (Business & Operations) has responsibility for carrying out and monitoring DBS checks and carrying out the annual checks for those on the 'DBS update service.'
- Schools and 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 will observe staff and contractors and provide advice and support in respect to safeguarding and in enforcing Encore's 'safeguarding procedures.'

Policy reviewed: September 2026