



County Hall  
Martineau Lane  
Norwich  
NR1 2DH

My Ref:AB/MSLA

Please ask for: Alison Brain

Direct Dialling Number: 01603 307790  
Email: alison.brain@norfolk.gov.uk

Date: 21/10/24

### Music Service Letter of Assurance

I am writing further to our Norfolk Music Service Safeguarding policy referencing Music Service Safeguarding arrangements. I can confirm the following of my employees:

1. All employees have undertaken an enhanced DBS check including children's barred list check within the last three years
2. All employees have had their Right to Work in the UK checked and validated in accordance with NCC policy
3. An overseas criminal record check has been undertaken for any employee who has spent 6 months or more overseas in the last 5 years
4. All employees have provided valid ID in accordance with NCC policy
5. References have been sought for all employees in accordance with NCC policy and Safer Recruitment guidelines
6. All qualification certificates have been checked and verified in accordance with NCC policy
7. All employees have undergone a prohibition check upon its recent migration to the DfE website and prior to that checks were undertaken through the NCTL or TRA.
8. All employees have read Part 1 of Keeping Children Safe in Education (2024 update), the safer working practices document, undertaken annual Safeguarding and bi-annual Prevent training and have received a full induction

Our employees are all issued with a handbook every year which they sign to say that they have read and understood which contains all policies and procedures.

Please be assured that all employees are engaged in the same way, utilising Safer Recruitment practises, in keeping with NCC policy and so any member of staff who attends your school will have been recruited, inducted and trained in the same way. Please feel free to contact me at any time should you require any further clarification.

Yours sincerely

*Alison Brain*

Alison Brain  
Head of Service: Music Service and Music Hub