

**County Hall
Martineau Lane
Norwich
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My Ref:AB/MSLA

Please ask for: Alison Brain

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Date: 05/08/25

Music Service Letter of Assurance

I am writing further to the Norfolk Music Service Safeguarding policy referencing Music Service Safeguarding arrangements. I can confirm the following of all 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 inclusive of eVisa checks
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 teachers record check and prior to that prohibition checks were undertaken through the NCTL or TRA
8. All employees have read Part 1 of Keeping Children Safe in Education (2025 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. Employees are expected to operate within NCC's policies, procedures and code of conduct at all times whilst undertaking work on our behalf.

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