

September 2024

Dear Headteacher,

We are delighted to be working with you and thank you for your commitment to music education for the young people in your setting.

At Services For Education (SFE) we recognise the responsibilities and opportunities afforded to our teaching staff working in your school or college, therefore we wish to provide you with the reassurance that not only are our teaching staff highly skilled and qualified, they also share our commitment to safeguarding the young people they work with. All SFE staff receive annual safeguarding training supported by regular supplementary training to ensure we promote and maintain a culture of vigilance and professional curiosity within those working in regulated activity.

As a third party working in your setting, we offer the following confirmation to enable you to fulfil your responsibility to maintain a single central record in accordance with KCSiE 2024:

- All staff employed by SFE working in regulated activity have been recruited in accordance with the guidance issued by the Safer Recruitment Consortium and that contained within KCSiE 2024
- We confirm identity checks have been carried out for all SFE employees
- A standalone children's barred list check has been completed for all SFE staff working in your setting
- An enhanced DBS has been obtained by SFE for all our staff working in your setting
- A prohibition check has been completed for all our staff working in your setting
- An overseas check has been carried out for those who have worked outside the UK
- Qualification checks
- A right to work in the UK check

SFE can confirm all checks yielded satisfactory results and there are **no concerns** for any SFE staff working in your setting.

SFE employee details are held by us, there is no requirement for you to obtain copies of certificates or checks for you to fulfil your duty of maintaining a single central record. This letter provides sufficient information for you to be satisfied that SFE has acted with due diligence and in accordance with guidance contained within KCSiE 2024 and Working Together to Safeguard Children 2023.

All SFE staff carry an SFE ID badge. This badge has an SFE approved photograph and their DBS number. Therefore, schools and colleges are encouraged to check the ID badge to reassure themselves that the person presenting themselves for work is the same person on whom the checks have been made. SFE staff working in your setting will not be able to provide any additional information other than their ID badge and a letter issued by SFE confirming all checks have been completed. Your school or college may wish to hold a copy of this letter for your records. In the event of any concerns that the person

presenting themselves is not the SFE employee pertaining to the ID badge, schools and colleges should implement their own safeguarding procedures for this along with reporting the concern to SFE.

Thank you again, for your continued support. We look forward to developing our working relationship with you and your school community this year.

Yours sincerely

A handwritten signature in black ink that reads "Sharon Bell". The signature is written in a cursive style with a large initial 'S' and 'B'.

Sharon Bell  
Chief Executive  
**Services For Education**