



let's make
some music

Letter of assurance/ safeguarding statement

Lewisham

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@LewishamMusic

Music

First Floor
The Fellowship Inn
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**ARTS COUNCIL
ENGLAND**

This letter is to confirm that Lewisham Music carries out the following safeguarding and recruitment processes in accordance with its Safeguarding and Safer Recruitment policies and procedures.

Safer Recruitment

On appointment, staff members are required to provide:

- photo ID
- proof of National Insurance number
- proof of Qualified Teacher Status (if applicable)
- evidence of relevant qualifications
- two recent references (including one from a current employer if applicable)
- proof of address
- evidence of their right to work in the UK.

In addition from September 2023 following new guidance in [Keeping Children Safe in Education](#), an online search will also be conducted for all new staff to ensure that there is nothing connecting them to:

- Negative news articles for example about their criminality, behaviour, or conduct
- Inappropriate or extreme content online –either published by them or mentioning them– for example, sexual material; political or religious extremism; online trolling or bullying.

Lewisham Music senior managers are trained in safer recruitment and are responsible for ensuring all members of staff are 'clear to work.' All staff are recruited within the procedures outlined in the charity's Safer Recruitment policy.

Training

All Lewisham Music staff members are ideally required to complete Level 2 Safeguarding training bi-annually or else Level 1 Safeguarding training annually. The Level 2 training includes modules on CSE, FGM and Prevent.

Designated Safeguarding Leads are trained to Level 3.

DSL/Safeguarding management responsibility

Designated Safeguarding Lead

Charly Richardson, Chief Executive

charly.richardson@lewishammusic.org

07525 671341

Deputy Designated Safeguarding Lead (school settings)

Sarah Plummer, Schools Music Leader

sarah.plummer@lewishammusic.org

07710 705056

Deputy Designated Safeguarding Lead (out-of-school/community settings)

Keith Sykes, Director of Community Music

keith.sykes@lewishammusic.org

07588036004

Disclosure and Barring Service

All staff members have Enhanced DBS clearance certificates which are renewed every 3 years.

DBS clearances cover the following areas:

- police records of any convictions, cautions, reprimands and/or warnings
- information from the list held under Section 142 of the Education Act 2002
- Children's Barred List Information – this would show if an applicant is barred from working with children
- any other relevant information disclosed at the Chief Police Officer(s) discretion. Under this section would be noted "soft information". This could be details of a household member (other than the applicant) who may have a record that would contain information that an employer would need to be aware of. An example of this may be a household member who has drug activity.

If you require DBS clearance confirmation, then please email your request to

stella.naluwoza@lewishammusic.org

Please note: from September 2023, when we renew staff DBS', we will also be registering their new DBS certificates with the DBS Update Service.

Criminal overseas checks

Criminal overseas checks and checks for prohibition from teaching and restrictions from teaching in EEA and non-EEA countries are undertaken (where applicable) for prospective employees. Following [government guidance](#), these are undertaken for any country where they have lived for 12 months or more (whether continuously or in total) in the last 10 years, whilst aged 18 or over.

There may be exceptions when someone has come from a country in a state of war where a check is not possible (for example, Syria is not listed in the Government guidance on individual countries).

Disqualification by Association

Lewisham Music **does not** ask staff to complete Disqualification by Association declarations.

This is because the [Disqualification Under The Childcare Act 2006](#) states that this is only relevant if childcare is carried out in domestic setting:

"living in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the 2018 regulations (note that

regulation 9 only applies where childcare is provided in domestic settings, defined as 'premises which are used wholly or mainly as a private dwelling' in section 98 of the act, or under a domestic premises registration, including non-domestic premises up to 50% of the time."

Lewisham Music's Safeguarding Policies

Details of Lewisham Music's Safeguarding Policy and Procedure can be found on our website at www.lewishammusic.org/our-policies. Please contact the Lewisham Music office if you require any more information.

A handwritten signature in black ink that reads "Charly Richardson". The signature is written in a cursive, flowing style.

Charly Richardson

CEO

1 September 2023