

Working with music tutors in Wiltshire schools - important safeguarding information for SLTs, DSLs, Music Leads and Business Managers: **September 2024**

Please Note At the time of writing, we do not know how GSW music hub (the new hub lead organisation covering Wiltshire Swindon and Gloucestershire) plan to manage and support the Associate Scheme from January 2025 or what role Wiltshire Music Connect may have in that. It is *possible* therefore that T&Cs and requirements will be changed in 2025 and before the start of AY 25-26.

1. Working with music tutors who are members of Wiltshire Music Connect [Associate scheme](#) – what you should know.

Using Associates to deliver music tuition means that schools and families are using tutors and leaders who have been, and continue to be, subject to a vetting and checking process. This includes applications, *initial* interviewing and assessment of their skills and abilities.

It also means schools and the pupils they work with have access to:

- [First Access](#) subsidies
- [Tuition](#) subsidies
- [Instrument Hire Scheme](#)

Further information is in the schools section of our website: wiltshiremusicconnect.org.uk/schools

Wiltshire Council and Wiltshire Music Connect remind all schools that Associates are freelance individuals or independent organisations.

As such, it remains the responsibility of your school to check that any Associates you are working with meet your school's safeguarding requirements and other quality related matters.

We encourage all schools in Wiltshire to use Associates as the scheme provides an extra layer of quality assurance, safeguarding and supports the development of a sustainable community of providers.

Find out more here: wiltshiremusicconnect.org.uk/why-associates

2. Your own school's central record

You should carry out at least the following minimum vetting checks for all Associate tutors working in your school:

- See evidence and check ID of individual on each visit to school.
- Ask to see original DBS certificate on first presentation to the school and check DBS update service annually.
- Check that they have a corresponding profile in the online Wiltshire Music Connect [Associate Directory](#)
- Ask the Associates to sign a disqualification declaration (primary schools only)

All Associates should have a good understanding of why this information is required and will expect schools to ask for this evidence.

In addition, we advise schools to talk to Associates about their work, approach to teaching and the match of their skills and abilities with the school's pupils.

Reporting concerns

If someone has told you that they are an Associate or that they are working for an Associate organisation, but you can't find them listed in the directory please contact info@wiltshiremusicconnect.org.uk.

Wiltshire Music Connect checks and requires evidence that Associate's personal information and documentation is up to date, runs annual DBS Update Service status checks, and requests a self-declaration statement to be signed on an annual basis. If this evidence is not provided, and the Associate does not keep in contact regarding their work in Wiltshire, their Associate status is terminated, and they are removed from the directory.

If you have referred an Associate to your DSL or DOFA please also contact Wiltshire Music Connect as this may affect their status as an approved Associate. Wiltshire Music Connect DSL is Nick Howdle nick.howdle@wiltshiremusicconnect.org.uk

3. About Associates:

Associates are not employees or contractors of Wiltshire Music Connect. Wiltshire Music Connect is not an agency or supplier. Our role is to help quality assure the Associates' work, facilitate ways to connect them to schools and other organisations where children and young people can access music opportunities, progression, performance and education, offer CPD, and access to a range of other resources.

The Associate scheme helps to ensure that public funding is being used to support delivery of activities by quality assured providers. Find out more here: wiltshiremusicconnect.org.uk/why-associates

For your information Associates of Wiltshire Music Connect have:

At recruitment:

- **Passed through an application process** which includes an interview and assesses skills and abilities as music teachers / tutors / leaders / organisations
- **Been vetted and checked** by Wiltshire Music Connect and are deemed to be suitable to work with children and young people. The checks include:

For Individuals (eg. freelance / self-employed / sole traders) :

- Enhanced DBS certificate (including children's barred list information). In addition, all individual Associates are required to subscribe to the DBS Update Service and we run annual status checks.
- Right to work in the UK
- Overseas check, if applicable
- Prohibition from teaching checked for all Associates whose role meets the definition of teaching work. KCSiE 2024 Page 63 Footnote 71 : *'planned and preparing lessons and courses for pupils; delivering lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils'*

For organisations:

- a named lead contact in a management / senior position who provides an annual letter of assurance regarding vetting and checking within their own organisation OR evidence that they are subject to appropriate governance, regulation, and monitoring (eg. board of trustees).
- Evidenced they have **up-to-date knowledge of safeguarding**: checked that individual Associates have completed an equivalent to Level 1 Safeguarding and Child Protection training at the application stage.

- **Provided satisfactory references:** Wiltshire Music Connect takes up detailed written references for individual Associates but are not able to share them with others. This does not affect your school seeking its own references if you choose to do so.
- Confirmed that they have their own **Safeguarding policy**.
- Confirmed they have appropriate **Public Liability Insurance**.
- **Made a commitment to develop knowledge and skills** on an ongoing basis through training and continuing professional development, some of which they can access through Wiltshire Music Connect; through a year-round programme of CPD events, including two networking conferences per year.
- **Recognised that their work is connected to a wider network** of advice support and progression opportunities.

On an annual basis (and by end October each year)

- (Re)Confirmed their commitment to [Associate terms & conditions and a code of practice](#). This includes indicating a willingness to have their teaching or project leading observed by a suitably qualified member of school staff under mutually agreed conditions*
- Made declarations about any changes in the ID, their continued credentials in terms of suitability to work with children etc
- Confirmed they have read and understood Part One and Annex B of KCSiE for the new or current academic year, including considerations around online safety and cyber security.
- Undertaken refresher Safeguarding Training either through a music education specific offer from Wiltshire Music Connect or other sources including schools' own training. Associate organisations must indicate how relevant staff members/contractors maintain up to date knowledge of safeguarding.
- Confirmed they still have Public Liability Insurance in place.

*Please note that Wiltshire Music Connect does not currently operate a tutor observation scheme.

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