

## Letter of Assurance

To whom it may concern,

I am writing in relation to the MMF staff & tutors that have been assigned to teach in your school/setting. Details of these persons, including their DBS numbers, will be shared with you separately via our Schools' Portal: [www.mmf.org.uk/schools](http://www.mmf.org.uk/schools)

I confirm that the persons assigned to your school/setting have been subject to Merton Music Foundation's Safer Recruitment protocols, including providing proof of identity, address and residence status/right to work. MMF has obtained a full employment and education history from age 18; all personal details including any previous names; two satisfactory references; and verification of any qualifications, as appropriate to the role; and a criminal history declaration. Applicants are asked relevant questions to ascertain their physical and mental suitability to work in schools and all staff appointed after September 2022 are subject to online searches. Where applicants have lived abroad for a period of more than three months in the 5 years preceding their engagement with MMF, an Overseas Police Check will also be obtained. MMF will share any relevant disclosures from these checks with you separately.

All MMF tutors are asked to be prepared to present valid ID and a current Enhanced DBS certificate to the school office on their first day of teaching, however in-line with KCSiE this assurance letter and data on the portal will suffice for this purpose if accompanied by proof of identity. MMF tutors' DBS certification is subject to renewal every three years (if they are not part of the DBS update service) and all MMF tutors are required to complete annual Child Protection/Safeguarding Training updates, including familiarising themselves with the most recent publication of 'Keeping Children Safe in Education' and declaring an awareness of their responsibilities under the Prevent Duty. MMF holds full public liability insurance for all its staff working in Merton schools.

For more information please refer to [MMF's Safer Recruitment Policy Summary](#), [Recruitment Process](#) and [Safeguarding Policy](#).

**Please note that MMF does not complete Prohibition from Teaching checks for its staff. You are advised to use the information provided to complete your own Pft check on all MMF staff engaged in peripatetic instrumental tuition and/or WCET (In2Music) teaching in your setting.**

David Rees, Operations Director

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