

This matter is being dealt with by:

**Richard Warr**

Reference: RW 17-18 letter1

T 0115 8042906

E [Richard.warr@inspireculture.org.uk](mailto:Richard.warr@inspireculture.org.uk)

W <https://www.inspireculture.org.uk/>



To Head Teachers of all Nottinghamshire maintained schools (Primary, Secondary and Special)  
including Voluntary Aided and Voluntary Controlled Schools (Copy to all academy schools and to Chairs of Governors)

Dear Colleagues

April 2018

### **Safeguarding Checks Required for Inspire Staff Visiting Schools and Academies**

As many of you will be aware, statutory guidance stipulates that schools and colleges are to seek written confirmation from agencies and organisations that appropriate pre-employment checks, including DBS checks, have been carried out on any individual who, by virtue of their position, will be required to work with pupils within the school or college (in accordance with *"Keeping Children Safe In Education"*, DfE September 2016)

Inspire staff who visit schools and who have unsupervised contact with children will have been subject to all the required pre-employment checks, including an enhanced DBS check conducted by their employing service. If the nature of our employees' work requires it, the service will also have applied the requirements of the Childcare Disqualification Regulations (Disqualification under the Childcare Act 2006, DfE June 2016). This includes the following staff:

- Library Staff working on shared sites
- Instrumental Music Teachers
- Community and Family Learning tutors
- Study Programme tutors
- Apprenticeship Assessors

**This correspondence can be regarded as the 'written notification' required by the school to confirm that all Inspire employees listed above have been subject to the safer working checks in accordance with the relevant statutory guidance.**

Schools will, of course, need to see identification from visitors to confirm that they do indeed work for Inspire and that they are the same person on whom the checks have been made. All Inspire staff visiting schools carry photo identification, which can be presented as proof of employment.

Schools will also need to seek written notification that these checks have been made for any other Inspire employees not included above.

Yours Faithfully