

Working with music tutors in Wiltshire schools - important safeguarding information for SLTs, DSLs, Music Leads and Business Managers: **January 2025**

1. Working with music tutors who are members of GSW Music Hub (through Swindon Music Service) 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: [HERE](#)

Wiltshire Council and GSW Music hub (through Swindon Music Service) 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: [HERE](#)

2. School Guidelines for Associate Music Tutors

School Vetting Requirements

Mandatory Checks

Schools should complete the following minimum vetting checks for all Associate tutors:

- Verify and check identification documents on each school visit
- Review original DBS certificate upon first school presentation and verify DBS update service status annually
- Confirm the tutor has an active profile in the Swindon Music Service Associate Directory
- Obtain signed disqualification declaration (primary schools only)

Best Practices

Schools are encouraged to evaluate Associates through discussion of their:

- Teaching approach and methodology
- Relevant skills and experience
- Compatibility with the school's student population

Safeguarding and Reporting

Verification of Associates

If you encounter someone claiming Associate status who is not listed in the directory, immediately contact admin@smscio.co.uk

Reporting Concerns

- For safeguarding concerns, contact:
 - Primary DSL: Peter Clark pclark@smscio.co.uk
 - Deputy DSL: lhawkins@smscio.co.uk
- Any referrals to DSL or DOFA must also be reported to Swindon Music Service

About the Associate scheme

Relationship with Swindon Music Service

- Associates are independent professionals, not employees or contractors of Swindon Music Service
- Swindon Music Service provides quality assurance, networking opportunities, and professional development support
- The scheme ensures public funding supports quality-assured music education providers

Initial Recruitment Requirements

Individual Associates (Freelance/Self-employed/Sole Traders)

- Enhanced DBS certificate with children's barred list information
- Annual DBS Update Service subscription and status checks
- Right to work verification
- Overseas checks where applicable
- Teaching prohibition checks for qualifying roles as defined by KCSiE 2024
- Level 1 Safeguarding and Child Protection training certification
- Professional references
- Personal safeguarding policy
- Public liability insurance
- Commitment to ongoing professional development

Organisations

- Designated senior management contact
- Annual assurance letter regarding internal vetting procedures OR
- Evidence of appropriate governance and regulatory compliance

Annual Requirements (Due by October)

All Associates must:

1. Reaffirm commitment to Associate terms, conditions, and code of practice
2. Update personal information and credentials
3. Confirm review of KCSiE Part One and Annex B, including online safety considerations
4. Complete safeguarding refresher training
5. Maintain valid public liability insurance
6. Accept teaching observations by qualified school staff under agreed conditions

Quality Assurance

Swindon Music Service maintains ongoing oversight through:

- Annual DBS Update Service status checks
- Regular documentation reviews
- Professional development monitoring
- Directory management and updates

Associates who fail to maintain required standards or lose contact regarding their work in Wiltshire will have their Associate status terminated and be removed from the directory.

Peter Clark

Consortium Leader for Swindon & Wiltshire

Music Activities for schools and communities

GSW Music Hub



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