

[EAS Centre Name and Logo]

Date

Dear Headteacher/Principal

Disclosure & Barring Service Checks for our Staff and Volunteers

As an approved provider on the [Local Authority] Approved Alternative Provider directory, we are following all guidance provided to ensure that we have obtained relevant checks for staff and volunteers employed by our organisation and ensure that this is kept up to date.

The statutory guidance Keeping Children Safe in Education requires schools to 'obtain written confirmation from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, ie those checks that the school would otherwise perform in respect of its own staff.'

In doing so, to help you comply with this guidance, this letter is confirmation that [EAS Centre] obtains the following checks for all employed staff who may, as part of their jobs have unsupervised contact with children and young people on a regular basis and/or access to personal confidential information about them:

- Identity check
- Enhanced DBS disclosure with barred list check
- Eligibility to work in the UK
- Prohibition from teaching check, where applicable
- Overseas check, where applicable

As part of our safer recruitment process, the following has also been obtained:

- Written references
- Medical clearance

[EAS Centre] employees do not commence employment in posts with regular unsupervised contact with children until all satisfactory clearances have been received.

If you need further information do contact us.

Yours sincerely,

Signature Block