|  |  |  |
| --- | --- | --- |
| **Template Letter of Assurance – Alternative Provision** | **School / Academy Letterhead** | |
|  | |  |

Dear

There is a requirement for all schools and other educational settings, including pre-schools and nurseries, to ensure that where a school places a pupil with an “alternative provision provider” (e.g. a Pupil Referral Unit) then that school continues to be responsible for the safeguarding of that pupil (Keeping Children Safe in Education).

The requirement includes confirmation that all individuals working at the provider have had the appropriate safeguarding checks (i.e. those checks that a school would otherwise perform in respect of its own staff).

This letter provides the required confirmation, on behalf of [insert name of alternative provider] that all staff and volunteers have undergone the appropriate vetting procedures including:

* ID Checks
* Confirmation of address
* Proof of Right to Work in the UK
* Enhanced DBS Certificate (including Barred List Check if required)
* Certificate of Good Conduct (where an employee has lived abroad in the previous 5 years)
* Qualifications checked and verified where required for the role
* Prohibition Order Check (for Teachers and relevant Teaching Assistants/Higher Level Teaching Assistants) including Teachers Sanctioned in other member states EEA check, GTEC and Failed Probation and Induction checks
* Childcare (Disqualification) Regulations 2018 (where working with children under age 8)

Yours sincerely

Signed:

Position in Organisation:

Name (Please print):

Date: