Dear Headteacher,

**Safeguarding and Safer Recruitment: Letter of Assurance**

In accordance with the requirements of the DfE guidance Keeping Children Safe in Education (KCSiE), 2021 and the Childcare Disqualification Requirements – Disqualification under the Childcare Act 2006, I can confirm that Ad Astra (Broadening Horizons) has undertaken all the necessary safeguarding, safer recruitment and vetting and barring checks for all Ad Astra employees who visit where they provide alternative provision. This includes Enhanced DBS Disclosures for eligible roles undertaking Regulated Activity.

I can confirm that Ad Astra (Broadening Horizons) undergoes the following recruitment and child safeguarding checks:

*(please tick or write ‘N/A’ where appropriate)*

|  |  |  |  |
| --- | --- | --- | --- |
| Photo ID has been checked | X | Proof of Address has been checked | X |
| Evidence of right to work in the UK has been checked (where applicable) | X | Criminal overseas checks have been conducted (where applicable) | X |
| Evidence of relevant qualifications has been seen | X | Checks for prohibition from teaching and restrictions from teaching have been undertaken (where appropriate) | X |
| Enhanced DBS checks have been conducted as per below | X | Disqualification by Association declarations have been signed as per below (where applicable) | X |
| All staff are appointed under our company’s Safer Recruitment Policy | X | Barred list checks have been carried out for all staff in regulated activity | X |

**Disclosure and Barring Service (DBS)**

Staff have Enhanced DBS clearances which cover the following areas:

* any police records of convictions, cautions, reprimands, and warnings
* information from the list held under Section 142 of the Education Act 2002
* Children’s Barred List Information – this would show if an applicant is barred from working with children.

**Disqualification under the Childcare Act 2006**

Staff working in settings where there are children 5 years old and under including reception classes and also to those who are involved in wraparound care for children up to the age of 8, as part of the Disqualification under the Childcare Act 2006. Ad Astra (Broadening Horizons) has obtained signed declaration forms from all members of staff which affirms to the best of their knowledge that a no one has been disqualified under the 2018 regulations, and this declaration is re-signed every year.

I can confirm that all Ad Astra (Broadening Horizons) staff have received Level 2 basic safeguarding training within the last twelve months covering the contents of KCSiE, 2021 as a minimum. Any further updates from the Department of Education around safeguarding are communicated to Ad Astra (Broadening Horizons) staff immediately.

I can confirm that staff employed by Ad Astra (Broadening Horizons) have read and will comply with the ‘Code of Conduct’, safeguarding policies including whistleblowing.

I can confirm Ad Astra (Broadening Horizons) holds Public Liability and Employers Liability insurance.

**This letter is therefore being sent to you to confirm our commitment and assurance that all of the above noted checks are undertaken and records maintained accordingly in our confidential systems.**

Yours sincerely,

Elizabeth Shaw

Director

Ad Astra (Broadening Horizons)