**TO BE RETURNED ON LETTER HEADED PAPER**

Dear [Name],

RE: Request for Safer Recruitment Information

Thank you for agreeing to undertake XXXXX at The Thistley Hough Academy.

Keeping Children Safe in Education (2022) places a statutory responsibility on schools to seek assurances regarding adults employed for work at the school (Part 3).

The checks required for adults working at Thistley Hough Academy depend on the specific role they will be performing. For instance:

If an adult will have regular unsupervised contact with children, we request assurance that they have obtained an Enhanced DBS certificate.

If the adult will be engaging in Regulated Activity (detailed information can be found in HM GOV, Scope of Regulated Activity, 2022), they will need an Enhanced DBS certificate, including barred list information.

We do not need you to provide us with a physical copy of the certificate. However, we do require information about the checks completed concerning the adult's suitability for working with children and assurance that you are unaware of any reasons why this person may be considered unsuitable. Please sign and date the letter and return to: …..

Upon arrival, the adult will be asked to present their identification documents to ensure that they are the expected individual reporting for work.

If you encounter any difficulties or have any questions or concerns, please feel free to contact me at XXXXX.

Sincerely,

[Your Name]

Signed:

Date:

Contact number:

Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_