

Dear Sir/Madam,

Re: Safeguarding checks

We are aware that for your own safeguarding procedures, you need to be certain that any alternative provision you commission to use must have the required statutory checks and procedures in place that will keep your pupils safe from harm whilst they are educated offsite

In line with the recommendations in Keeping Children Safe in Education (2022) I am writing to confirm that all of our employees

I can confirm that:

• All CTSL employees undergo a full enhanced DBS checks prior to commencing employment/training.

• All CTSL employees undergo full enhanced DBS checks, even if they have an existing valid certificate from prior employment or practice.

• All CTSL employees renew their full enhanced DBS status every three years.

• We are able to provide DBS reference numbers for each CTSL employees should it be required.

• We verify every CTSL employees identify prior to employment/training using their passport, driving licence and utility bills or P45/60 (issued within the last 3 months).

• We verify every CTSL employees right to work in the United Kingdom status prior to offering employment/training.

• We undertake overseas checks on those employees who have spent 6 months or more overseas within the last 5 years; or where this is not possible we take out additional references.

• We require at least two satisfactory references in respect of each employee/training before employment/training contracts are signed.

• If required we verify CTSL employees professional qualifications and / or certification; if necessary we hold copies of qualifications/certification.

• We regularly undertake management and clinical supervision with employees/trainees/students to ensure that they are physically and mentally capable of carrying out their responsibilities.

• All of our CTSL employees regularly undertake training to ensure their knowledge and practice remains as up to date as possible; especially annual mandatory Safeguarding training

• All staff are subject to CTSL employees Policies and Procedures and should abide by CTSL Code of Conduct and Acceptable Use Policy for e-safety.

CSL reassures Maplefields Academy that the school’s individual policies supersede ours when staff/trainees/students are working on school premises.

All of our safeguarding paperwork, including our policy and procedures, can be sent over on request.

If you require any further information, or have any concerns about the conduct of any member of our staff, please do not hesitate to contact me using the details below.

Yours sincerely,

Val Rogers

*Head Of Centre*