



**Respect
Collaboration
of Schools**

Mike Pride
Executive Director
Respect Collaboration of Schools
Unit 16 Pride Park
Victoria Way
Derby
DE24 8AN

Your ref:
Our ref: Safer Recruitment
Date: September 2023
Contact: Vicki Grainger
Tel: 01332 973854

Dear Headteacher

RESPECT Collaboration of Schools confirm that appropriate safeguarding checks have been carried out on all teaching and non-teaching staff working within the school. We ensure this by adhering to the guidance in *Keeping Children Safe in Education (KCSIE) – September 2023*. Safeguarding checks will include the following:

- verifying a candidate's identity;
- obtaining (via the applicant) an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children). Note that when using the DBS update service, you still need to obtain the original physical certificate;
- obtaining a separate children's barred list check if an individual will start work in regulated activity with children before the DBS certificate is available;
- verifying the candidate's mental and physical fitness to carry out their work responsibilities;
- verifying the person's right to work in the UK, including EU nationals;
- if the person has lived or worked outside the UK, we will make any further checks considered appropriate;
- verifying professional qualifications, as appropriate.
- checking that a person taking up a management position as described at paragraph 256 is not subject to a section 128 direction made by the Secretary of State;
- ensuring that an applicant to be employed to carry out teaching work (see footnote 69) is not subject to a prohibition order issued by the Secretary of State (see paragraph 253 for prohibition checks or any sanction or restriction imposed (that remains current) by the GTCE (see paragraph 255), before its abolition in March 2012;

'Every day is a new day; great today better tomorrow'



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- before employing a person to carry out teaching work in relation to children, we take reasonable steps to establish whether that person is subject to a prohibition order issued by the Secretary of State;
- 2 references for each member of staff have been received and approved as appropriate and kept on record;
- ensuring any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect of any disciplinary investigations)
- securing a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer
- evidence to confirm that all staff have read and understood the information in KCSIE Sept 2023, part 1 and Annex B.
- holding and maintaining a Single Central Record (SCR) of staff that shows evidence that this complies with KCSIE requirements in paragraph 268 onwards.

RESPECT Collaboration of Schools can confirm that key staff have read, understood and actioned all that is applicable in The national guidance for *Keeping Children Safe in Education (KCSIE)* and which is relevant to their role.

If you require any further information, please do not hesitate to contact me.

Yours sincerely

Mike Pride
Executive Director