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**The Albany**

*Believe, Engage, Achieve*  
Thumbs up to a new beginning!

**Head Teacher:** Jane Reason

21 September 2020

FAO: Headteacher

**Safeguarding Statutory Checks: The Albany Staff & Volunteers**

I can confirm that statutory checks for all staff and volunteers working at The Albany have been undertaken to ensure we comply with safeguarding procedures.

All employees and volunteers are checked for:

- References
- DBS – enhanced
- ID check
- Right to work in the UK
- Overseas check (overseas Police check and/or Certificate of Good Conduct from the county where the person has worked or lived as an adult)
- Qualifications (where applicable)

Employees and Volunteers receive regular training in the following areas:

- Safeguarding Training
- PREVENT
- E-Safety / Online Safety Workforce Training
- Norfolk Steps Training

I can also confirm that when students are taken on trips and visits that we adhere to safeguarding procedures and carry out all requisite checks on the third-party provider.

Yours sincerely

**Jane Reason**  
**Headteacher – The Albany**

