

Headteacher: Jane Reason

Letter for Schools: Statutory Safeguarding Checks

1st September 2022

To: Headteachers of all The Albany Partner Schools

Dear Colleagues

Safeguarding Statutory Checks: the Albany Staff and Volunteers

I am writing to all schools we are currently working with whose students attend our Alternative Provision to provide the required written confirmation that we complete all statutory checks for all staff and volunteers working at The Albany to ensure we comply with safeguarding procedures. All our provision is Ofsted registered and inspected, and all our staff are issued with a photographic ID once all the required checks have been completed satisfactorily.

We take Child Protection and Safeguarding very seriously, and all our staff are vigilant for any concerns. We train all our teachers and our SLT as DSLs, with my Family Engagement Leader (current post holder is leaving this term and a new post holder is to be confirmed) being our Designated Safeguarding Lead. Emma Oxnam (Deputy Head) is our Child in Care lead. We are currently appointing a new E-Safety lead.

A copy of our current safeguarding and child protection policy can be found on our [website](#).

All employees and volunteers are checked for:

- References – 2 acceptable references and a 5 year employment history check
- DBS – enhanced and Barred List check (renewed every 3 years consistent with Trust policy)
- ID check against official photographic documents (originals)
- 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)
- Proof of Qualifications (where applicable)

Employees and Volunteers receive regular training in the following areas:

Safeguarding Training updated annually including;

Prevent

E-Safety

Female Genital Mutilation Awareness

Supporting bereavement & loss

Norfolk Steps Training

Child Protection

County Lines

Honour Based Abuse

Forced Marriage

GDPR

Child Sexual Exploitation

Domestic Abuse

Serious Violence & Knife Crime

Peer on Peer Abuse

Administration of Medication

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