

September 2019

Headteacher
School/Academy

Dear Headteacher

For the purposes of OFSTED Inspections this letter provides a Worcestershire County Council (WCC) School or Academy with evidence that Babcock Prime have in place Safeguarding Policies to ensure that all the relevant pre-recruitment checks are carried out on Babcock Prime staff who visit schools, and may have unsupervised access to children.

Babcock Prime can confirm it complies with safer recruitment processes and on-going employment checks for Babcock Prime staff as follows:

- Verification of identification checks
- Right to Work in the UK checks
- Where applicable, relevant qualification and registrations checks
- Employment history and reference checks
- Where eligibility exists an Enhanced DBS check is carried out, including checks against the DBS Children's Barred List and Adult's Barred List
- Babcock Prime carry out a rolling programme of three-yearly DBS re-checks on all staff who require an Enhanced DBS Disclosure
- All staff have a contractual obligation to inform Babcock Prime if they receive a reprimand, final warning, caution or conviction by the Police or Courts whilst employed with Babcock Prime

All Babcock Prime staff attending schools during the course of their employment will be able to provide photo identification, which includes a DBS certificate number and expiry date. Confirmation of pre-employment and ongoing employment checks can be obtained from:

Prime-ResourceManagement@babcockinternational.com



Shirley Humphreys
Director