



**Respect
Collaboration
Trust**

Mike Pride
Executive Director
Respect Collaboration Trust
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Your ref:
Our ref: Safer Recruitment
Date: September 2025
Contact: v.grainger@respectschools.co.uk
Tel: 01332 9738500/07584 239408

Dear Headteacher

RESPECT Collaboration Trust 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 2025. Safeguarding checks will include the following:

- Verifying a candidate's identity. *Note: the organisation has robust systems in place to verify the identity of all staff employed, including permanent, temporary, contracted, and voluntary personnel, as well as directors and senior leaders*
- 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: When using the DBS Update Service, the original physical certificate will still be obtained*
- 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
- Conducting additional checks for individuals who have lived or worked outside the UK, as appropriate
- Verifying professional qualifications, as appropriate
- Checking that any person appointed to a management position (as defined in paragraph 262 of KCSIE) is not subject to a section 128 direction
- Ensuring that any individual employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State (see paragraph 258), or any current sanction or restriction imposed by the GTCE (see paragraph 260) before its abolition in March 2012

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



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- Obtaining two references for each member of staff, which must be approved and retained on record
- Ensuring references are from the candidate's current employer, completed by a senior person with appropriate authority. *If 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 last employer where the applicant worked with children. If the applicant has never worked with children, a reference from their current employer must be obtained
- Confirmation and evidence that all staff have read and understood the information in KCSIE September 2025, Part 1 and Annex B
- Maintaining a Single Central Record (SCR) of staff evidence compliance with KCSIE requirements in paragraph 273 onwards

RESPECT Collaboration Trust 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