Respect Collaboration Trust

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Your ref:
Our ref: Safer Recruitment
Date: October 2026
Contact: v.grainger@respectschools.co.uk
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Dear Headteacher,

RESPECT Collaboration Trust confirms that appropriate safeguarding checks and all staff mandatory training 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 2026*.

Safeguarding checks and training include the following:

- Verifying a candidate's identity (paragraph 311)
  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, trustees 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) (paragraphs 319-325)
  Note: When using the DBS Update Service, the original physical certificate will still be obtained and checked (paragraphs 326-329).
- 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 (paragraphs 338-339)
- Verifying the candidate's mental and physical fitness to carry out their work responsibilities (paragraph 311)
- Verifying the person's right to work in the UK, including EU nationals (paragraph 311)
- Conducting additional checks for individuals who have lived or worked outside the UK, as appropriate (paragraphs 357-361)
- Verifying professional qualifications, as appropriate (paragraph 311)
- Checking that any person appointed to a management position is not subject to a Section 128 direction (paragraphs 333-337)

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- Ensuring that any individual employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State (paragraphs 330-331), or any current sanction or restriction imposed by the General Teaching Council for England (GTCE) prior to its abolition in March 2012 (paragraph 332)
- Obtaining two references for each member of staff, which are reviewed, approved and retained on record
- Ensuring references are obtained from the candidate's current employer and completed by a senior person with appropriate authority.
  Where school or college based, the reference should be confirmed by the Headteacher or Principal and include relevant safeguarding and disciplinary information where applicable.
- 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 is obtained
- Confirming and evidencing that all staff have read and understood *Keeping Children Safe in Education 2026 Part One* and that appropriate records are maintained to demonstrate compliance
- Ensuring that where volunteers or other individuals undertake regulated activity with children, all relevant safeguarding checks, including enhanced DBS and children's barred list checks, have been completed in accordance with KCSIE 2026
- Maintaining a Single Central Record (SCR) evidencing compliance with KCSIE requirements (paragraphs 345-355)
- Mandatory school training including: Annual safeguarding and KCSIE updates; Allergy and Anaphylaxis; Data Protection and GDPR; Fire Safety; Cyber Security; Health and Safety and Equality and Diversity

RESPECT Collaboration Trust can confirm that key staff have read, understood and actioned all aspects of the national guidance contained within *Keeping Children Safe in Education (KCSIE) 2026* relevant to their role and responsibilities, including the safer recruitment requirements set out in Part Three of the guidance.

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

Yours sincerely

V Grainger

Vicki Grainger

Director of AP & Commissioning