



1st September 2025

LETTER OF ASSURANCE

There is a requirement for all schools and other educational settings, including pre-schools, nurseries and alternative provisions, to ensure that where a school places a pupil with an 'alternative provision provider', that school continues to be responsible for the safeguarding of that pupil (DfE Keeping Children Safe in Education: September 2022).

The requirement includes confirmation that all individuals working at the provider have carried out the appropriate safeguarding checks (i.e. those checks that a school would otherwise perform in respect of its own staff).

This letter provides the required confirmation on behalf of Harmony Alternative Education Ltd that all staff and volunteers have undergone the appropriate vetting procedures including:

- ID checks.
- Confirmation of address.
- Proof of right to work in the UK.
- Enhanced DBS certificate (including barred list check if required).
- Prohibition from Teaching checks for qualified teachers.
- Full work history with career gaps explained.
- Certificate of Good Conduct (where an employee has lived abroad in the last 5 years).
- Qualifications checked and verified where required for the role.
- All staff have a contractual obligation to inform Harmony Alternative Education if they have received a reprimand, final warning, caution or conviction by the police or court whilst in our employment. If required, we would inform the school and relevant county council.

This letter also confirms that all staff at Harmony Alternative Education Limited:

- Have received relevant induction and training in safeguarding, including prevent, and e-safety training.
- Have read and understand how to apply Part 1 of Keeping Children Safe in Education 2025 and are aware of the organisation's whistleblowing procedure.
- Are clear on when and how to make a safeguarding referral.

Sarah Baker
Headteacher (Primary) & DSL

Victoria Balls
Headteacher (Secondary) & DSL