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Alison Smith Counselling – Letter of Assurance

1 September, 2025

Dear Headteacher/Principal

Ref: Disclosure & Barring Service checks for our staff and volunteers

As an approved provider on the Wiltshire Approved Alternative Provider directory, we are following all guidance provided to ensure that we have obtained relevant checks for all staff and volunteers employed by our organisation and ensure that this is kept up to date.

The statutory guidance Keeping Children Safe in Education requires schools to '*obtain written confirmation from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, ie those checks that the school would otherwise perform in respect of its own staff.*'

In doing so, to help you comply with this guidance, this letter is confirmation that Alison Smith Counselling obtains the following checks for all employed staff and volunteers who may, as part of their jobs have unsupervised contact with children and young people on a regular basis and/or access to personal confidential information about them:

- Identity check
- Enhanced DBS disclosure with barred list check
- Eligibility to work in the UK
- Prohibition from teaching check, where applicable
- Overseas check, where applicable

As part of our safer recruitment process, the following has also been obtained:

- Written references
- Medical clearance

Alison Smith Counselling employees do not commence employment in posts with regular unsupervised contact with children until all satisfactory clearances have been received.

Alison Smith Counselling also retains a schedule of DBS renewal checks for all employed staff and volunteers. Staff understand that they must inform their line manager immediately of any new information that may appear on a DBS certificate.

If you need further information do contact us.

Yours sincerely,

Alison Smith, Managing Director, Alison Smith Counselling

BACP (Accred)