Letter of assurance. Review February 2027.

This assurance reflects Keeping Children Safe in Education 2026, effective from 1 September 2026, and should be reviewed whenever statutory guidance or relevant legislation changes.

I write to confirm that Bespoke Training and Education has obtained, verified and recorded the following information and checks for each member of staff who may work with your student(s) at your setting, according to the role, whether the work is regulated activity and any supervision arrangements:

- Appropriate references obtained before appointment where practicable, including one from the current or most recent employer, with the referee's authority verified; references, omissions, inconsistencies and any concerns have been scrutinised and followed up

- Where the person has lived or worked outside the UK, such further checks as are considered appropriate have been sought, including overseas criminal-record or professional-conduct information where available. Any unavailable check, attempts made, alternative evidence and the resulting risk assessment have been documented.

- The person's full employment history has been obtained and scrutinised, with gaps, reasons for leaving and discrepancies explored and recorded.

- Relevant prohibition, direction, sanction or restriction checks have been completed where applicable to the role, including prohibition from teaching and section 128 checks.

- Childcare disqualification requirements have been considered and the appropriate declaration or check completed where required.

- Identity has been verified against original or appropriately validated evidence, and the home address has been confirmed.

- The person's right to work in the UK has been checked and any time-limited permission will be monitored and rechecked as required.

- The appropriate level of Disclosure and Barring Service check has been obtained and assessed. An enhanced DBS check including Children's Barred List information has been obtained where the role is eligible and the individual will engage in regulated activity; any disclosed information has been considered through a documented suitability assessment.

- Qualifications, professional status and registration with any relevant professional body have been verified where required for the role, and evidence has been retained.

- For shortlisted candidates, consideration has been given to a proportionate search of publicly available online information to identify matters requiring exploration at interview. Any relevant information has been discussed with the candidate and considered fairly and lawfully.

- The date, evidence and outcome of each applicable check, together with the decision on suitability, have been recorded securely and retained in accordance with data-protection and record-retention requirements.

Should we use any sub-contractor(s) for the services provided, the organisation confirms that we hold written confirmation from the sub-contractor that they have obtained the same information and carried out the same checks as the organisation would do for its direct employees.

Where any agency worker, contractor or subcontractor is supplied, Bespoke Training and Education will hold written confirmation that all checks appropriate to the person and role have been completed and assessed. Before work begins, the receiving setting must be given sufficient written assurance and must verify the individual's identity on arrival against the details supplied. Bespoke Training and Education will notify the setting promptly of any restriction, supervision requirement or information relevant to safe deployment.

I also confirm that safeguarding and child-protection policies, procedures and training are reviewed, implemented and maintained in accordance with applicable legislation and current statutory guidance. Staff understand the receiving setting's reporting arrangements and Bespoke Training and Education's procedures for safeguarding concerns, allegations and low-level concerns. Suitability is kept under review, and any legal duty to refer relevant conduct or information to the Disclosure and Barring Service, Teaching Regulation Agency or another appropriate body will be considered and fulfilled without delay.

Name: Graham Coffey

Signed: 

Position: Director.