



Helping Youth & Community from Start to Finish

OnTrak Community Initiative Letter of Assurance 2023-2024

For the attention of all schools, organisations, local authorities and others that use our services or work with us to deliver programmes, this letter of assurance confirms that all adults and volunteers at OnTrak Community Initiative are subjected to **enhanced DBS checks** and other appropriate safer recruitment measures in line with KCSIE 2023 onwards. We also undertake **due diligence** in all of our processes including recruitment, information sharing, Working Together, the running of the charity and charitable businesses, community works and all other undertakings.

In addition to the mandatory checks, all staff receive safeguarding training on at least an annual basis and are aware of their safeguarding obligations under our policy and Keeping Children Safe in Education.

All of our current policies, procedures and risk assessments are downloadable from www.ontrakcommunity.org.uk under the education tab, or are available in paper form from the centre itself.

Yours sincerely,

Name: Adrian Woods

Signed:

A handwritten signature in black ink, appearing to read 'Adrian Woods', written over a horizontal line.

Position: Operations Manager