



Helping Youth & Community from Start to Finish

01st September 2026/2027

RE: Letter of Assurance 2026/2027

I write to confirm that **ONTRAK COMMUNITY INITIATIVE** have obtained the following information and carried out the following checks on our staff who may work with pupils who attend our provision from your schools:

- Evidence of identity and home address
- A clear Enhanced DBS Disclosure in respect of working with children (to include a check against the Children's Barred List)
- A satisfactory Right to Work in the UK check
- A satisfactory overseas conduct check (if required)
- A prohibition from teaching check (if required)
- A section 128 prohibition from management check (if required)
- Professional body or qualification checks (if required)
- At least two satisfactory references, one of which is from their last employer
- If recruited after September 2022, a satisfactory online check, in accordance with the Keeping Children Safe In Education

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.

Should we use any sub-contractor(s) as part of our alternative provision offer, we can confirm that we hold written confirmation from the sub-contractor that they have obtained the same information and carried out the same checks as we do for our direct employees.

Yours sincerely,

Name: Adrian Woods

Signed: Adrian Woods

Position: Operations Manager

Date: 01st September 2026

OnTrak Community Initiative
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