

1 September 2026

To whom it may concern.

**Safeguarding and Safer Recruitment:** Letter of Assurance for [insert name], Chapter One Programme Manager/Early Literacy Interventionist.

In accordance with the requirements of the DfE guidance Keeping Children Safe in Education (KCSIE), 2026 and the Childcare Disqualification Requirements – Disqualification under the Childcare Act 2006, I can confirm that Chapter One have undertaken all the necessary safeguarding, safer recruitment and vetting and barring checks.

### **Chapter One staff**

I can confirm that [insert name], Chapter One employee, has undergone the following recruitment and child safeguarding checks:

- Photo ID has been checked
- Proof of Address has been checked
- Evidence of right to work in the UK has been checked
- Criminal overseas checks have been conducted (where applicable)
- Evidence of relevant qualifications have been seen
- Checks for prohibition from teaching restrictions from teaching have been undertaken (where appropriate)
- Enhanced DBS checks have been conducted as per below
- Barred list checks have been carried out for all staff in regulated activity
- All staff are appointed under our Company Safer Recruitment Policy, which includes full satisfactory referencing and employment history checks

### **Disclosure and Barring Service (DBS)**

Chapter One staff have Enhanced DBS checks every two years which cover the following areas:

- any police records of convictions, cautions, reprimands, and warnings
- information from the list held under Section 142 of the Education Act 2002
- Children's Barred List Information – this would show if an applicant is barred from working with children.

| Chapter One Staff First Name | Chapter One Staff Last Name | DBS No. | DOB  | Check complete (Date) |
|------------------------------|-----------------------------|---------|------|-----------------------|
| XXXX                         | XXXX                        | XXXX    | XXXX | XXXX                  |

I can also confirm that [insert name] has received safeguarding training within the last twelve months covering the contents of KCSIE 2026, as a minimum. Any further updates from the Department of Education around safeguarding are communicated to all relevant staff immediately. I can confirm that [insert name] has read and follows Keeping Children Safe in Education 2026, Part 1.

I can confirm that staff employed by Chapter One have read and will comply with safeguarding policies including whistleblowing.

I can confirm Chapter One holds Public Liability and Employers Liability insurance.

Yours faithfully,



Emma Bell  
Chief Executive Officer