

1st September 2026

**Letter of Assurance: Central England Academy Trust Employees, Trustees and Governors:
Confirmation of Safer Recruitment Checks and Enhanced Disclosure and Barring Service Status**

I am writing to confirm that all Central England Academy Trust employees, trustees and governors working across our schools and central team have been subject to the appropriate pre-employment checks in line with statutory safeguarding requirements, including an Enhanced Disclosure and Barring Service (DBS) check where required. All appointments are made following full safer recruitment procedures in accordance with the requirements of Keeping Children Safe in Education (KCSIE) 2026 and the Trust's Safer Recruitment Policy. Where applicable, the Trust also applies the requirements of the Childcare Disqualification Regulations and any other statutory safeguarding checks relevant to the role. All employees, trustees and governors receive safeguarding induction and ongoing safeguarding training appropriate to their role.

The schools in our Trust covered by this letter are:

- Oak Wood Primary School
- Oak Wood Secondary School
- Higham Lane School
- Higham Lane North Academy
- Michael Drayton Junior School
- Beaufort School
- Watling Meadows Primary School

Keeping Children Safe in Education 2026 states that, for visitors attending schools in a professional capacity, schools should check identification and be satisfied that the visitor has undergone the appropriate safeguarding and vetting checks, or that their employer has confirmed that such checks have been carried out. Schools should not routinely request to see DBS certificates in these circumstances.

This letter may therefore be regarded as written confirmation that appropriate safer recruitment and DBS checks have been completed for Central England Academy Trust employees, trustees and governors in accordance with the requirements of KCSIE 2026.

In line with KCSIE 2026, Central England Academy Trust procedures mean that our individual schools do not need to maintain separate records of Trust employees, trustees or governors on their Single Central Record where those individuals are employed by the Trust and appropriate safeguarding and vetting checks have already been completed and recorded by the Trust.

Central England Academy Trust employees, trustees and governors will carry official Trust photographic identification when visiting schools. This identification should be checked on arrival and can be accepted as confirmation that all relevant safeguarding and vetting checks have been completed by the Trust.

We encourage our schools to continue to implement all appropriate safeguarding measures when

Chief Executive Officer: Andrew Dickinson

visitors attend site. These include checking the identity of Central England Academy Trust employees, trustees and governors on arrival, ensuring they sign in and out, and following all local safeguarding, security and health and safety procedures.

If at any stage a school wishes to take further action to confirm the identity or safeguarding status of an individual, a discussion should take place with the Trust's HR Team for reassurance and verification.

This letter should be retained with your Single Central Record for safeguarding assurance and inspection purposes.

Yours faithfully



Andrew Dickinson
CEO

Chief Executive Officer: Andrew Dickinson

Central England Academy Trust
Morris Drive
Nuneaton CV11 4QH

T: 02476 740 932
E: admin@centralengland.co.uk
W: www.centralengland.co.uk