

01 September 2025

## **Letter of Assurance: Central England Academy Trust for employees and governors at all of our schools: Confirmation of safer recruitment checks and Enhanced Disclosure and Barring Service status**

I am writing to confirm that all Central England Academy Trust staff and governors across our schools and central team will have had an appropriate Enhanced DBS check. They have been appointed following full safer recruitment processes. If the nature of their work requires it, Our Trust will also have applied the requirements of the Childcare Disqualification regulations. All staff and governors will have received relevant induction and training in safeguarding.

- 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 and Michael Drayton Junior School.

The statutory guidance Keeping Children Safe in Education (KCSIE) 2025 states:

*306. For visitors who are there in a professional capacity schools and colleges should check ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks. Schools and colleges should not ask to see the certificate in these circumstances).*

**This letter can be regarded as the written confirmation of the appropriate DBS checks required by the KCSIE 2025 guidance.**

In line with KCSIE 2025, Central England Academy Trust procedures mean that our individual schools do not need to hold information on staff or governors working for our Trust (centrally or at any of our schools) on their single central record, or carry out separate DBS checks on any staff or governors employed at our Trust.

Central England Academy Trust staff and governors will carry photo identification at all times and therefore do not need to produce their DBS certificate or DBS number at reception. Their ID badge is sufficient proof that checks have already been carried out on your behalf.

We encourage our schools to take all appropriate safeguarding measures. These include checking the identity of Central England Academy Trust staff and governors on arrival to school, and ensuring they sign-in on each occasion that they visit.

If at any stage a school wishes to take further action to confirm the identification of an individual, a discussion should take place with the Trust's HR Team for reassurances.

**This letter should be retained with your single central record for Ofsted purposes.**

Yours faithfully



Andrew Dickinson  
CEO

Chief Executive Officer: Andrew Dickinson