

# **TORBAY COUNCIL**

**Please reply to: Children's Services  
1<sup>st</sup> Floor Tor Hill House  
c/o Town Hall, Castle Circus  
Torquay, TQ1 3DR**

**My ref:**

**Your ref:**

**Telephone:** 01803 208640

**Fax:**

**E-mail:** [Becky.thompson@torbay.gov.uk](mailto:Becky.thompson@torbay.gov.uk)

**Website:** [www.torbay.gov.uk](http://www.torbay.gov.uk)

**Date:** 3<sup>rd</sup> September 2024

## **Letter of Assurance**

To Whom It May Concern,

For the purposes of safeguarding (and Ofsted Inspections), this letter provides Schools and Academies with confirmation that Torbay Children's Services have in place Safeguarding Policies and Practices to ensure that all the relevant pre-recruitment and safeguarding checks are carried out on all staff who visit schools, and/or have unsupervised access to children.

In addition, that the following checks [where relevant and dependent on the role] have been undertaken in relation to all workers supplied by our service who will be engaged as social workers and that these checks are satisfactory. Torbay Council can confirm it complies with the recruitment processes and ongoing employment checks for Torbay Council, Children's Services Staff as follows:

Evidence of such checks can be provided on request and include but are not limited to:

- Employment history and reference checks
- Verification of identification checks
- Where applicable, relevant qualifications and registrations checks
- Fitness for work
- Qualifications
- Teacher Agency/Social Work England registration
- Prohibition from teaching check
- Enhanced Disclosure and Barring Service certificate
- Check against the Childrens/Adults Barred List(s)
- Overseas criminal record check
- Disqualification from childcare declaration
- Right to work in the UK checks
- Photographic identity document verified
- All staff have a contractual obligation to inform DCC if they receive a reprimand, final warning, caution or conviction by the Police or Courts whilst employed with DCC.

Please contact me should you require any further information.

All Torbay Council staff attending schools will be able to provide photo identification to prove their identity.

In addition, Torbay Council will take responsibility for staff use of ICT equipment integral to their work whilst on site, e.g. work laptop, phone, iPad.

If you have any queries in relation to this letter, please contact Claire Knott on 01803 208100 or via email [Claire.knott@torbay.gov.uk](mailto:Claire.knott@torbay.gov.uk) making it clear the member of staff or department your query relates to.

A handwritten signature in cursive script that reads "R Thompson".

**Becky Thompson**  
**Divisional Director of Safeguarding**