



September 2026

Private and Confidential

To Whom it may concern,

I write to confirm that all relevant safeguarding checks have been carried out for ARK AEP in line with current statutory guidance and our own Safeguarding Children Guidelines.

I can confirm that the following are in place and on record:

- All our employees have had an enhanced DBS check with a barred list for those in regulated activity. Appropriate DBS checks for all other staff and individuals involved in the setting (Volunteers, Contractors, Governors etc) are in place.
- Our employees have been checked for their Right to Work in the UK and have had their identity verified
- Certificates of professional qualification where required are held on file and authenticated
- Online checks have been completed as part of the recruitment process prior to interview
- For staff engaged in teaching activity GTCE / Prohibition from Teaching checks have been completed
- Individuals who have lived or worked outside the UK have had the same checks as all other staff and further appropriate checks have been undertaken so that any relevant events that occurred outside the UK can be considered
- At least two satisfactory references in respect of each employee are on file

If you have any questions relating to this matter then please do not hesitate to contact me at

kay.walton@arkaep.co.uk or on 07534861484

Yours sincerely,

Kay Walton.

