



SAS MENTORING

1st September 2025

Dear Headteacher/Principal

Confirmation of Safer Recruitment and Enhanced Disclosure & Barring Service checks for our staff and volunteers

SAS Mentoring is a trading name of Project SEMH Ltd and, as an approved provider on the Wiltshire Approved Alternative Provider directory, we are following all guidance to ensure that we have obtained all relevant checks for staff employed by our provision and ensure that this is kept up to date.

If the nature of the work requires it, SAS Mentoring will also have applied the requirements of the Childcare Disqualification regulations.

We confirm that all our staff have received relevant induction and training in safeguarding. All staff receive annual updates on safeguarding and they are subject to our Code of Conduct. All staff working in our provision are required to abide by our Safeguarding procedures and are provided with Part One from “Keeping Children Safe in Education 2024”.

Recruitment Processes

Recruitment processes include:

- Enhanced DBS disclosure with barred list check
- Identity check including proof of address
- Prohibition from teaching check, where applicable
- Overseas check, where applicable
- Minimum of two satisfactory references including safeguarding questions
- Professional qualification check for qualifications mandatory to the role
- Eligibility to work in the UK
- Full work history with career gaps explained
- Online checks
- Medical clearance

The statutory guidance Keeping Children Safe in Education requires schools “to obtain written notification from any agency, or third party organisation, that they have carried out the same checks as the school or college would otherwise perform on any individual who will be working at the school or college (or who will be providing education on the school or college’s behalf, including through online delivery)”.

To help you comply with this guidance, this letter is confirmation that SAS Mentoring is responsible for obtaining and scrutinising DBS checks on our staff and obtains the appropriate checks for all employed staff who may, as part of their jobs have unsupervised contact with children and young people on a regular basis and/or access to personal confidential information about them.

Roles

The roles within SAS Mentoring that may have unsupervised contact with children and young people on a regular basis include:

- Mentors
- Mentoring Managers
- Mentoring Deputy Managers

Names are available at your request.

In line with KCSIE 2025 all staff visiting schools will carry photo identification which they must produce to verify their identity, role, and employer. If at any stage you wish to take further action to confirm the identification of the individual, a discussion should take place with the manager by calling 01225 592222.

SAS Mentoring staff do not commence employment in posts with regular unsupervised contact with children until all satisfactory clearances have been received.

This letter should be retained with your single central record for Ofsted purposes. Should you require any further information get in touch by emailing enquiries@sasmentoring.co.uk or call us on 01225 592763. Alternatively you can contact our HR Director, Sian Cox by emailing siancox@sasmentoring.co.uk or calling on 07950 102716.

Yours sincerely



Nikita Boydell

Executive Headteacher

For and on behalf of Project SEMH LTD T/A SAS Mentoring