Dear [*insert name*]

**Re: COVID-19: Safer recruitment checks for staff attending our site**

In accordance with the Department for Education safeguarding guidance issued on 27 March 2020, we are required to obtain from you confirmation that the relevant safeguarding checks have been carried out for the following staff [and volunteers]:

1. [insert name of staff or volunteer}
2. [insert name of staff or volunteer}
3. …

In relation to each of the individuals named above, please confirm that:

* the individual has been subject to an enhanced DBS and children’s barred list check and, that in your opinion, the information resulting from those checks provided no cause for concern
* there are no safeguarding investigations into the conduct of the individual
* the individual remains suitable to work with children.

If you are unable to provide such confirmation for any of the individuals named above, please confirm those for whom you can provide such confirmation and contact us immediately on *[insert contact details]* regarding any other individual[s].