



New Leaf Triangle CIC

Goadby Road
Chadwell
Melton Mowbray
LE14 4LP

September 2024

Dear Sir/Madam

I can confirm that New Leaf Triangle CIC carries out rigorous and complete checks on all our staff and that safeguarding, Health and Safety and code of conduct policies are in place along with thorough Risk Assessments on all areas required. All staff are recruited and inducted in line with Keeping Children Safe in Education (KCSIE) September 2024.

A copy of all our key policies and risk assessments, including our **Safer Recruitment Policy** can be found on our website at www.newleaftrianglecic.co.uk/policies.

Executive Director Lorraine Squires Shaw is our Designated Safeguarding Lead. Deputy DSLs are Lydia Gibson and Laura Jackson. Appropriate Safeguarding training, at the required level, is undertaken on a regular basis for all staff.

The recruitment checks for all our staff include:

- Enhanced DBS check with a Barred list check for working in a post designated as being a regulated activity (this is re-checked yearly after appointment)
- Identity Check with 3 items of ID, including photographic ID;
- Prohibited from Teaching, and Childcare Disqualification Regulations checks where relevant;
- Right to Work in the United Kingdom;
- 2 written references, each followed up by a confirmatory phone call;
- Additional checks if someone has lived or worked outside of the UK.

If you require any further information or if I can be of any further assistance, please don't hesitate to contact me.

Kind regards

Kathryn Carter (Business Manager)

Registered Office Address:

New Leaf Triangle CIC, Stone Cottage 6a Towns Lane, Goadby Marwood, Melton Mowbray, LE14 4LL