



September 2025

Safeguarding, Child Protection and Safer Recruitment Compliance Letter of Assurance

I confirm that Richmond House Social Care Services complies fully with the Disclosure and Barring Service (DBS) code of practice and safer recruitment requirements, along with the following additional expectations:

- Right to work in the UK check.
- Identity check.
- Employment reference – to include a minimum of 2 employer references covering the last 5 years and including the most recent or current employer.
- Satisfactory enhanced DBS check.
- Barred list check.
- Relevant qualifications.

We strictly adhere to our policy and procedure on vetting all of our employees, which ensures that all people working or volunteering with children or vulnerable adults are appropriately vetted.

Safeguarding Training:

All staff on joining the service will attend:

- Safeguarding training
- All staff will undertake refresher training courses every year.
- All DSLs will be trained appropriately.

We have a comprehensive Child Protection and Safeguarding Policy 2025, which is on our website, along with:

- A Whistleblowing Policy
- A Health & Safety Policy
- A staff Code of Conduct

Staff involved in the recruitment and selection will undertake 'safer recruitment training'. All members of staff representing the organisation will wear the school's ID badge.

Regards,

Mrs J Al Karaki

Head of Services