



Headteacher
School or Academy

Integrated Children's Services

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Exeter
Devon
EX2 7FW

t:01392 385340

November 2013

e:d-pc.feedbackchildrensservices@nhs.net

w:www.devonpct.nhs.uk/ICS

Dear Headteacher

For the purposes of OFSTED Inspections this letter provides a Devon County Council (DCC) School or Academy with evidence that Integrated Children's Service Devon, Virgin Care Ltd have in place Safeguarding Policies to ensure that all the relevant pre-recruitment checks are carried out on all staff who visit schools.

Virgin Care Ltd can confirm it complies with the recruitment processes and on-going employment checks for all staff as follows:

- Verification of identification checks
- Right to Work in the UK checks. Where applicable, relevant qualification & registration checks
- Employment history and reference checks
- Where eligibility exists an Enhanced DBS check is carried out including checks against the DBS Children's Barred List
- Virgin Care Ltd carry out a rolling programme of 3 yearly DBS re-checks on all staff who require an Enhanced DBS Disclosure (Not mandatory)
- All staff have a contractual obligation to inform Virgin Care Ltd if they receive a reprimand, final warning, caution or conviction by the Police or Courts whilst employed with Virgin Care Ltd

All Virgin Care Ltd staff attending schools during the course of their employment will be able to provide photo identification.

Confirmation of pre-employment and on-going employment checks can be obtained from emailing hr.forms@virgincare.co.uk

Yours sincerely

Jayne Carroll
Head of Integrated Children's Services

Virgin Care

w: www.virgincare.co.uk

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