

September 2026

To Whom It May Concern

Re: Staff/Volunteers - West Sussex APC

West Sussex Alternative Provision College (WSAPC) is a maintained school under the umbrella of West Sussex County Council (WSCC) and adopts the policies and procedures set out by WSCC,

This letter is confirmation, for you to store, that WSAPC undertakes thorough pre-employment checks in accordance with the Local Authority's Recruitment Policy prior to appointment.

This is to ensure that all WSAPC employees are suitably vetted and that our legal obligations have been met.

This includes:

- ✦ Enhanced DBS with barred list for all roles that meet the definition of Regulated Activity, including additional checks on those that have lived or worked abroad where their role meets the definition of Regulated Activity.
- ✦ Checking right to work in the UK.
- ✦ Checking qualifications and/or membership to a professional body, where it is a legal requirement for the role.
- ✦ Undertaking a Prohibited Teacher Status check/Qualified Teacher status check where appropriate.
- ✦ Obtaining a minimum of two satisfactory references, covering 5 years of work history.
- ✦ Complete a social media check- identifying any content or affiliation to organisations of otherwise posing a risk to young people and/or the reputation of the school.

The information on all checks completed is stored centrally, in line with data protection legislation.

All those appointed to work for WSAPC are issued with a photographic WSAPC work identification card, which is evidence that they have been suitably checked. Employees have been instructed to wear their identification card at all times and must produce this on arrival at your school.

hcentral@wsapc.co.ukwww.apcollege.co.uk

01444 232771

All staff details are held on the Single Central Record which is audited regularly.

WSAPC also undertakes to inform you immediately should any information emerge in the future which might compromise or contradict the enhanced DBS clearance status of any of our staff who are working with you.

Should you require any additional information, please contact hr@wsapc.co.uk

Doug Thomas

D Thomas

Executive Head Teacher

Signature:



Doug Thomas (Aug 21, 2026 14:15:06 GMT+1)

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Letter of Assurance September 2026

Final Audit Report

2026-08-21

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