

## **Strictly Private and Confidential**

Julie Allen  
Next Steps South West  
University of Plymouth  
Drake Circus  
Plymouth  
PL4 8AA

10 August 2023

Dear Ms Allen

### **Letter of Assurance**

Please take this letter as assurance that City College Plymouth has undertaken appropriate safeguarding checks for all its staff, which include:

- An Identity check
- A Barred List check
- An enhanced DBS check
- A prohibition from Teaching check
- A check of professional qualifications
- A check to establish the person's right to work in the UK
- An overseas criminal record check (if required)
- Mandatory safeguarding training, renewed every three years.

I can also confirm that any student ambassadors from the College have also undertaken the following safeguarding checks:

- An Identity check
- An enhanced DBS check, including a child barred list check
- A check to establish the person's right to work in the UK
- An overseas criminal record check (if required)
- Safeguarding training.



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If you require further information regarding any of this, please do not hesitate to contact me directly at [vfitzpatrick@cityplym.ac.uk](mailto:vfitzpatrick@cityplym.ac.uk) or on 01752 305322.

Dear

Yours sincerely

Vicky Fitzpatrick  
People Management Data and Administration Manager

