

14 September 2023

Dear Headteacher/Designated Safeguarding Lead

**RE: ALDER CENTRE FOR EDUCATION (ACE)**

I write to confirm that all the staff based in the Alder Centre for Education (ACE) are employed by Sandfield Park School.

In keeping with 'Keeping Children Safe in Education' statutory guidance for schools and colleges (Sept 2020), I can confirm that appropriate safeguarding checks have been carried out on all individuals working as and employed by Sandfield Park School.

Recruitment, selection and employment vetting is carried out by the Safer Recruitment Panel at Sandfield Park School. All staff have undergone an enhanced Disclosure and Barring Service check (DBS). Sandfield Park School holds a Single Central Record (SCR) which is maintained by our School Business and Finance Managers.

Policies and procedures are also in place to protect the students at our school from coming into harm.

We also have completed a 175-safeguarding audit with Liverpool City Council and have an up to date COVID Risk Assessment. Public Liability Insurance is taken through Liverpool City Council.

Should you require any further clarification please refer to the school Website. Alternatively, you can contact Mrs Wendy Henshaw, Head of the ACE Department, directly on the telephone number above.

Yours faithfully  
M Hilton  
Executive Headteacher

Website: [www.sandfieldpackschool.com](http://www.sandfieldpackschool.com)  
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