

1 September 2026

## Letter of Assurance for Alternative Provision Safeguarding, Vetting and Safer Recruitment Checks

**Individual:** Emily Mayne

**Role:** Head of Operations, Head of Centre and Designated Safeguarding Lead (DSL)

This letter provides formal assurance that Orchard Therapeutic Farm has completed the appropriate safeguarding, vetting and safer recruitment checks in respect of the above-named individual.

We confirm that the following checks and requirements have been completed, verified and recorded, as applicable to the role:

1. **Identity verification** – satisfactory evidence of identity has been obtained and verified.
2. **Enhanced DBS and Children's Barred List check** – appropriate Enhanced DBS clearance, including a Children's Barred List check where eligible, has been obtained and verified.
3. **Right to Work** – the individual's right to work in the United Kingdom has been verified in accordance with current statutory requirements.
4. **Overseas checks** – where applicable, any additional checks considered necessary in relation to periods of residence or employment overseas have been completed in accordance with safer recruitment requirements and *Keeping Children Safe in Education* (KCSIE).
5. **Prohibition and professional status checks** – any prohibition from teaching and/or other professional or regulatory checks applicable to the role have been completed and verified.
6. **Employment references** – two satisfactory employment references have been obtained and reviewed, including a reference from the most recent relevant employer where appropriate.
7. **Employment history** – the individual's employment history has been reviewed and any gaps or areas requiring clarification have been satisfactorily explored and risk assessed.
8. **Keeping Children Safe in Education** – the individual has read and confirmed their understanding of the relevant sections of the current version of *Keeping Children Safe in Education*, including Part One.
9. **Safeguarding training** – the individual has completed safeguarding and child protection training appropriate to their role and responsibilities, including:
  - appropriate Oxfordshire Safeguarding Children Board (OSCB) safeguarding training or equivalent; and
  - Prevent duty awareness/training appropriate to their role.
10. **DSL training** – where applicable to the individual's designated responsibilities, appropriate Designated Safeguarding Lead training has been completed and is maintained in accordance with statutory guidance.

All relevant checks have been reviewed and assessed as satisfactory. Based on the information available to the organisation, there are no known safeguarding or safer



recruitment concerns that would prevent the above-named individual from undertaking their stated role and working with children and young people. This letter is provided as formal assurance to commissioning schools, local authorities and other relevant partners that the appropriate safeguarding and safer recruitment requirements have been completed.

Yours faithfully

*EMayne*

Name: Emily Mayne  
Position: Head of Operations