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LETTER OF ASSURANCE

Rikama Safeguarding, Checking and Vetting Process:

Rikama Education undertakes safeguarding checks on all workers in accordance with the DfE statutory guidance Keeping Children Safe in Education (2026/2027).

As part of our safeguarding checks, we require our workers to complete a declaration confirming they are not disqualified from carrying out relevant roles under the Childcare (Disqualification) Regulations 2009. Specifically, we undertake the following checks Face-to-face for all our workers:

1. We make all candidates aware that on-line checks will be undertaken on then by Rikama Education as part of our due diligence process.
2. Identity (Photo ID)
3. Medical Declaration
4. Barred List checked
5. Enhanced DBS Disclosure (on the update service or run by Rikama Education)
6. Prohibition from teaching orders (NCTL)
7. Right to work in the UK
8. References (within the last 2 years)
9. Employment history (10 years)
10. Qualifications & Qualified Teacher Status
11. OCC (Overseas Criminal Clearance) – if applicable
12. Safeguarding training (completed within the last 12 months)
13. Benedict's Law training (completed within the last 12 months)

Despite the complexity of the checks for supply staff, we have made it easy for you to administer the process:

- Our email booking confirmation provides details of the checks we have undertaken on your worker in a format to enable you to complete your Single Central Record.
- Our email booking confirmation also contains a photo of the candidate, so you can confirm the identity of the person who arrives against their original photo ID.
- Our email booking confirmation check list includes a section showing that the candidate has completed a medical declaration confirming that they are fit to work in an educational setting.

Should you have any questions in relation to Rikama's current Safeguarding policy please feel free to contact the office Richard Wilson Rikama Education DSL on DDI 0203 800 1020.