September 2026

To whom it may concern,

Re: Vetting checks for staff of Overworld AMP Limited

I write to confirm that all our staff are fully vetted as part of our recruitment process. Our vetting process includes the following compulsory pre-employment checks:

- DBS check at an enhanced level including adult and child Barred Check prior to any lone working with a young person
- Right to work in the UK
- Personal ID check
- Proof of qualifications & professional membership (if relevant)
- Two professional references covering five years career history, if possible
- One personal reference and/or reference from their last place of education where there is no career history
- Proof of address covering five years residential history

We are committed to the safeguarding and protection of young people and have fully operational safeguarding and safer recruitment policies.

Section 13 of the Children Act (2004) places the Local Authority's statutory safeguarding duties in a wider context. Overworld AMP Limited shares this responsibility by monitoring safeguarding practice of all personnel that work directly with young people, or who work unsupervised in places where they have access to young people, and a robust safer recruitment policy and practice is a fundamental part of this process in ensuring that people employed to work within our workforce are fit to do so.

On behalf of the Company, I can confirm that Overworld AMP Limited is committed to ensuring safeguarding of children and young people at all times and we fully support DfE's statement as follows:

'*To fulfil their commitment to safeguard and promote the welfare of children, all organisations that provide services for children, or work with children, need to have in place recruitment and human resource management procedures that take account of the need to safeguard and promote the welfare of children and young people, including arrangements for appropriate checks on new staff and volunteers*'. (DfE)

Safeguarding Training

All Overworld AMP Limited staff receive Safeguarding Refresher Training at induction then annually to keep in line with updates to Keeping Children Safe in Education and other key guidance or law. Safeguarding information is also cascaded throughout the year via team meetings and staff briefings.

Please note, in line with the DBS code of practice, we are required to ensure that all disclosure information is used fairly, and applicants are protected from unfair discrimination due to non-relevant convictions.

DBS Handling

Anybody who receives standard or enhanced certificate information must abide by the DBS code of practice. As a result, staff are no longer required to present a copy of their DBS certificate to anyone other than their employer immediately after the check. The code seeks to ensure that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

Identification

All Overworld AMP Limited employees and workers are expected to wear issued ID Badges. ID badges are only issued when all vetting has been completed and employment has been confirmed.

Records and Assurance

At Overworld AMP we maintain a Single Central Register of all required vetting checks in accordance with statutory guidance. This record is updated promptly whenever new staff join or circumstances change. On request, we will provide an assurance schedule for named personnel. We can also facilitate inspection of our recruitment records by appointment.

Yours faithfully,

CEO