



Our vision



105 The Ride
 Enfield, EN3 7DL
 T 020 8805 1858
 F 020 8805 4397
info@waverley-school.com
www.waverley-school.com

TRAINING REQUEST FORM

Name/s and role of Delegate/s (Name of person making the request)	
School	
Telephone	
E-mail	
Date of training	
Training requested	
How did you hear about the training/course provided?	

Please read the following statement and sign on behalf of your school:-

Your School carries out relevant safeguarding checks on all employees and workers sent to schools and similar educational establishments for the purposes of undertaking training, giving talks or general visits which may or may not involve the provision of care for, or work with, pupils and/or the individuals may be unsupervised.

Your School ensures that all relevant pre-employment checks are carried out on employees, and workers engaged directly. In particular, and for the purposes stated above, I can also confirm that the following specific safeguarding checks are carried out:

- All employees/workers appointed/engaged prior to March 2002 (and with no subsequent change to their employment arrangement requiring a further check) have been subject to a **check against List 99**; additionally, those appointed between 1989 and March 2002 would have been subject to a **satisfactory police check**;
- All employees/workers appointed/engaged since March 2002 have been subject to a **satisfactory Enhanced Criminal Records Bureau (CRB) check**. This check included a **check against List 99**;
- All employees/workers appointed/engaged since 12th October 2009 have been subject to a **satisfactory Enhanced CRB check, including a check against List 99/Independent Safeguarding Authority (ISA) Barred List**;
- All employees/workers appointed/engaged since 1st December 2012 have been subject to a satisfactory **Enhanced with Barred List check through the Disclosure and Barring Service (DBS)**.

Your school also ensures that relevant employees and workers are not disqualified under the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 from:

- **Early Years provision** - providing any care (Inc. Education) for a child up to and including reception age (from birth to 1st September following the child's 5th birthday);
- **Later Years provision** – working in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8.
- **Management** of any of the above provision.

Such employees and workers are required to sign an annual declaration to confirm that there has been no change to their criminal record and that they are not disqualified under the Childcare Disqualification Regulations.

Name of staff:

Signature:

School:

Date:

Please ensure you bring ID when you attend the course.

