



Head Office
West Sussex Alternative Provision College
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To Whom It May Concern

Staff/Volunteers – West Sussex APC

West Sussex Alternative Provision College (WSAPC) is a maintained school under the umbrella of West Sussex County Council and adopts the policies and procedures set out by WSCC, this letter is confirmation that WSCC undertakes thorough pre-employment checks in accordance with the Local Authority's Recruitment Policy prior to appointment. This is to ensure all employees are suitably vetted and that our legal obligations have been met. This also confirms that all employees are recruited with an Enhanced DBS clearance.

Our recruitment process includes an application made by us to the DBS. This process includes checking of documents including passports, birth certificates, driving licences and proof of address (using bank statements/utility bills). Evidence for the right to work in the UK, including National Insurance numbers are also checked and, in all cases, original copies are witnessed.

All WSAPC staff have an ID badge displaying a photographic image, which they will wear at all times while representing the School during visits to other Schools and / or Organisations.

WSAPC also undertakes to inform you immediately should any information emerge in the future which might compromise or contradict the enhanced DBS clearance status of any of our staff who are working with you.

Should you require any additional information, please contact hr@wsapc.co.uk

Doug Thomas
Executive Head Teacher

Executive Head Teacher | **Doug Thomas**
Director of Learning | **Jemma Lyons**
Chief Operations Officer | **Samantha Channon**

