

Travel Assist/LP/DBS

07 July 2021

TO WHOM IT MAY CONCERN

Dear Colleague

Pupil Guides and Drivers – DBS & Right to Work documentation for your Single Central Record

This letter is to be retained for your Single Central Record to confirm that all pupil guides and drivers provided by Travel Assist are subject to appropriate checks, including Enhanced DBS and Barred List and Right to Work checks.

Where our trusted partners provide driver or pupil guide services on our behalf, they are contractually obliged by our Terms and Conditions to ensure all staff undergo the appropriate checks:

17. **Records**
1. *The Provider shall maintain current and accurate records of all the Provider's Employees which:-*

shall include information and evidence used to process Enhanced DBS & Barred List Checks, a record of the Enhanced DBS & Barred List Checks, driver licence information, right to work checks and other recruitment documentation;

To satisfy schools' obligation to ensure that the worker coming into the school is the person for whom the check has been made, all of our drivers and guides are obliged to wear photo identity badges provided by the Council upon proof of passing an Enhanced DBS & Barred List check.

Yours faithfully

Mary Jefferson

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Head of Service, Home to School Transport.