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30 November 2006

Dear Principal,

***OFSTED REPORT: "SAFEGUARDING CHILDREN: AN EVALUATION OF PROCEDURES FOR CHECKING STAFF APPOINTED BY COLLEGES"***

**FINAL REMINDER TO COLLEGES ABOUT PROCESS FOR UNDERTAKING THE RE-CHECKS NECESSARY TO COMPLETE THE RECORD OF STAFF CHECKS**

We wrote to colleges on 31<sup>st</sup> October providing information to help colleges fill the gaps in their record of List 99 and CRB checks. Again, we would like to thank all colleges who have already taken these steps.

We are extending the deadline to the **Friday 15<sup>th</sup> December**, so if your college still needs additional CRB and List 99 checks please act urgently to ensure that these requests are submitted in time.

OFSTED has made it clear to inspectors that if colleges have followed the guidance in our letters, including meeting the deadline for submitting additional checks, no more can be expected of them and OFSTED will not criticise them for poor record keeping.

Due to the number of additional checks that this exercise has generated, **any additional checks submitted after the 15<sup>th</sup> December may not be completed by April 2007, leaving colleges in this position open to criticism from Ofsted and not complying with the new proposed regulations.**

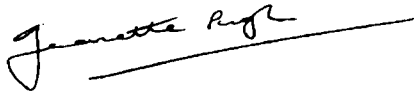
It is very important that colleges act now to use the alternative arrangements that we have put in place to process these checks. Following consultation, Ministers intend to lay new regulations shortly which will require colleges to have a record of these checks on staff.



The letter of 31 October, together with previous letters setting out earlier stages of this exercise, can be accessed via the following link:  
<http://www.dfes.gov.uk/learning&skills/news.shtml>

If you have any queries, please contact our Public Enquiry Unit on 0870 000 2288.

Yours sincerely,

Handwritten signature of Jeanette Pugh in black ink, written over a horizontal line.

Jeanette Pugh  
Director, Safeguarding Group

Handwritten signature of Jane Williams in black ink.

Jane Williams  
Director, Improvement Group