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Headteachers  
All client schools

Dear Headteacher

**Re: Compliance with OFSTED requirements regarding safeguarding in respect of Section 5 inspection**

Please accept this letter as confirmation that SBM Financial Services has undertaken all required checks in respect of CRB, List 99 and right to work in the UK under the Immigration, Asylum and Nationality Act 2006, and any other relevant legislation. I confirm that all our employees have the necessary clearance to work in Oxfordshire Schools and other settings and establishments where they have access to children, young people and vulnerable adults.

In addition, all bursars from SBM Financial Services carry, or can provide copies of their CRB certificates and photo ID at all times, and are required to show their certificate to each client school on their first visit.

If you have any concerns about this matter, please contact me at any time.

Sue Bremner-Milne  
Managing Director