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| ***Name of District*** | Name of dept  Address Line 1  Address Line 2  Town / City  County  Postcode |

|  |  |
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| Title and Name  Address Line 1  Address Line 2  Town / City  County  Postcode  **Case Ref. No:** | Date |

**NON-DISCLOSURE**

Dear Name

The Disclosure Scheme provides a formal opportunity to contact the police in order to make a request for information about a named individual, who has contact with a named child or children, to be disclosed to them. In the event that this individual has convictions for sexual offences against children, then there is a presumption that this information will be disclosed to the person best placed to safeguard the child (usually the parent, carer or guardian of that child). Disclosure may also be given where there is other information suggesting that the individual poses a risk of causing harm to the child(ren) concerned and disclosure is necessary to protect the child(ren).

From the information that you have provided, and the checks we have made on these details, we can confirm that the police have no information to disclose to you relating to the subject of your application.

Although there is no information to disclose to you on this occasion, you must remain vigilant to any indications that this individual or any other individual poses harm to the child(ren). The decision in this case is based on the information available to us at this point in time. The police will never be able to offer categorical assurances about the risk posed by any individual. Please refer to the Protecting Children from Sexual Abuse guidance, provided as part of the process, for further information about safeguarding children or see Force name website.

We thank you for making a request under the Disclosure Scheme and would like to take this opportunity to reiterate that your enquiry is a positive step towards better safeguarding children.

If you have any further concerns in the future regarding your own child(ren) or any other child(ren), you are encouraged to report your concerns to the Police or Children's Social Care; contact telephone numbers are provided below.

If you have any questions about the information contained within this letter, please contact the staff member below on the telephone number provided.

Yours sincerely

Police Telephone Number:

Children’s Social Care Telephone Number: