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01<sup>st</sup> September 2023

Dear Colleagues

**Written notification: Verification of Disclosure and Barring Service (DBS) Checks for Nottingham City Council employees visiting educational settings**

I am writing to confirm the verification process of mandatory DBS checks for employees of Nottingham City Council. For schools and academies, the key anxiety that arises is that these staff are not directly employed by the school, but schools have a responsibility to ensure that they are checked. Statutory guidance stipulates that 'for visitors who are there in a professional capacity schools and colleges should check ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks. Schools and colleges should not ask to see the certificate in these circumstances. (*Keeping Children Safe in Education 2023*, Part three: p301).

The DBS check forms part of the mandatory pre-employment checks for all new employees undertaking regulated activity as defined by the DBS. Current City Council employees who visit schools and who have unsupervised contact with children will have been subject to all of the required pre-employment checks, including an enhanced DBS check conducted by their employing service. This includes, but is not limited to, the following departments and services within Nottingham City Council: staff employed to work in the Community Public Health Nursing Service (5-19) (formerly known as the School Nursing service), Education Directorate front line staff (including Heads of Service, Education Welfare and EOTAS Officers, Fair Access Officers, Virtual School Education Support Officers, teachers and support staff from the SEND support teaching teams, Educational Psychologists, Early Years Officers, School Health and Safety Officers, School Swimming & Outdoor and Adventure Services Staff) as well as Nottingham City Children's Integrated Services staff, including Social Workers, Family Support Workers, Youth Justice Team. Staff are then subject to a 3-yearly verification process of this check

whereby an application will be made for a new DBS check, or verification of an existing relevant “portable” certificate will be undertaken. If the nature of our employees’ work requires it, the service will also have applied the requirements of the Childcare Disqualification Regulations (Disqualification under the Childcare Act 2006).

The relevant statutory guidance published by the Department for Education is below:  
[Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education-2023)

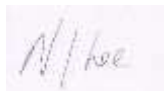
**This correspondence can be regarded as the ‘written notification’ required by the school to confirm that all Nottingham City Council employees listed above have been subject to the safer working checks in accordance with the relevant statutory guidance.**

Any professional wishing to undertake work in school with children must be expected and make a formal appointment in advance of attending the school setting and this named professional must be the person who undertakes the intervention/meeting on site.

Schools will, of course, need to see identification from visitors to confirm that they do indeed work for Nottingham City Council and that they are the same person on whom the checks have been made. All Nottingham City Council staff visiting schools carry organisational photo identification, which should be presented upon all visits as proof of employment and identification of who they are.

Should you require any further guidance or support about visitors attending your school please contact Claire Maclean, Schools and Education Safeguarding Coordinator by email to [Claire.Maclean@nottinghamcity.gov.uk](mailto:Claire.Maclean@nottinghamcity.gov.uk) or by telephone to 0115 8764749

Yours sincerely,



Nick Lee  
Director of Education  
Nottingham City Council