

This matter is being dealt with by:

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Reference: OG/BB

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To Head Teachers of all Nottinghamshire maintained schools (Primary, Secondary and Special) including Voluntary Aided and Voluntary Controlled Schools

Copy to all academy schools and to Chairs of Governors

1 September 2026

Dear Colleagues

Safeguarding Checks Required for Local Authority Staff Visiting Schools and Academies

Nottinghamshire County Council staff who visit schools in a professional capacity and who are likely to have unsupervised, regular contact with children or young people, have been recruited in line with safer working practices. This includes confirmation that those employees have undergone the appropriate vetting checks, including an enhanced DBS and Barring Service. 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). This includes the following staff:

- Social workers.
- SEND officers and Statutory SEND Service staff.
- Family Service Workers - who may visit your school to meet with students, staff and/or parents.
- Education Learning and Inclusion Service staff – including Director of Education, Heads of Service, Education Improvement Advisers, Educational Psychologists, Trainee and Assistant Educational Psychologists; Virtual School Staff, Reading Recovery Teacher Leaders, Achievement and Equality staff, Education Safeguarding, Health and Wellbeing Hub (ESHAWH), Governing Body Services Team Manager; Senior Practitioner; Professional Practitioner and Clerks, Fair Access Officers, Pupils Missing Education Team Officers, Quality Assurance Leads, Professional Practitioners Education Other than at School, Safeguarding Children in Education Officer, Inclusive Behaviour Co-ordinator, Health Related Education Team and SEND Inclusion Service staff, which now includes members of the Social, Emotional, Mental Health Team (SEMH) and the Physical Disability Specialist Service (PDSS).
- Elective Home Education Officers.
- School Swimming Service staff.
- Young People's Service staff.
- Early Childhood Services staff.
- Youth Justice Services staff.

This correspondence can be regarded as the required notification that all Nottinghamshire County Council employees listed above carrying out regulated activity will have an Enhanced DBS and Barred list check. You are therefore not required to ask for further evidence from a Children's Services employee.

View our privacy notice at www.nottinghamshire.gov.uk/privacy

Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP

Schools will, of course, need to see identification from visitors to confirm that they do indeed work for the County Council and that they are the same person on whom the checks have been made. All Nottinghamshire County Council staff visiting schools are provided with, and must carry photo identification, which can be presented as proof of employment.

Schools will also need to seek written notification that these checks have been made for any other Nottinghamshire County Council employees not included above. Additionally, due to the recent transfer of Catering, Cleaning and Landscapes staff to Vertas Nottinghamshire, schools will also need to obtain a letter from the new provider of those services, if your contract has been transferred over.

Please note: Nottinghamshire County Council and Nottinghamshire Safeguarding Children Partnership (NSCP) provide additional 'Guidance on Visitors, including VIPs to Nottinghamshire schools,' which can be tailored to the individual school or college environment and 'safeguarding arrangements,' and can be accessed from the safeguarding area of the schools' portal or from the NSCP website - [Visitors and VIP's template guidance](#)

Yours faithfully

A handwritten signature in black ink that reads "O. Green". The signature is written in a cursive, slightly informal style.

Orlaith Green
On behalf of
Executive Director for Children and Families
Nottinghamshire County Council