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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

Dear Colleagues

10 July 2020

Safeguarding Checks Required for Local Authority Staff Visiting Schools and Academies

As many of you will be aware, statutory guidance stipulates that schools and colleges are to seek written confirmation from agencies and organisations that appropriate pre-employment checks, including DBS checks, have been carried out on any individual who, by virtue of their position, will be required to work with pupils within the school or college (in accordance with the updated "*Keeping Children Safe In Education*" document published by the DfE which comes into effect from September 2020).

Nottinghamshire County Council staff 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. 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
- Educational psychologists
- SEND officers - including those from the Integrated Children's Disability Service (ICDS), and Schools Health Hub.
- Family Service Workers - who may visit your school to meet with students, staff and/or parents
- Education, Learning and Skills Service staff – including members of Schools and Families Specialist Services, Education Improvement Advisers, Virtual School Staff, Reading Recovery Teacher Leaders, Achievement and Equality staff, Tackling Emerging Threats to Children Team, Governing Body Services Team Manager and senior practitioner, Fair Access Officers, SEMH team members and Partnership Officers, Safeguarding Children in Education Officer
- Coping with Risky Behaviours (CRB) trainers
- School Swimming Service staff
- Young People's Service staff
- Early Childhood Services staff.

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

A separate letter about staff supplied by the School Catering, Building, Cleaning and Landscape services (C&FM) is available and can be downloaded with this letter from the [Schools Portal](#).

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 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.

Yours faithfully



COLIN PETTIGREW
Corporate Director
Children and Young People’s Services
Nottinghamshire County Council