For the attention of all Headteachers, Chairs of Governors, and Setting Managers

County Hall
New Road
Oxford
OX1 1ND

Director name Lucy Butler
Directorate Children’s Services

July 2017

Reference: AB0717/MM/letter for schools

Dear Colleague

Recruitment checks and visiting staff in educational settings

As you will be aware, there is a requirement on all schools and other educational settings, including pre-schools and nurseries, to ensure that all visitors who are likely to have unsupervised contact with children or young people have been employed in line with safe recruitment expectations. This includes the requirement for these staff to have undergone an enhanced DBS check (Disclosure and Barring Service).

Settings are not required to see and record the DBS check on visiting staff such as Social Workers, Educational Psychologists, Hub staff etc. The actual requirement is that such visiting staff should have been DBS checked by their individual organisation, whether this be a supply agency, Primary Care Trust, Local Authority or other organisation.

It is sufficient for educational settings to seek written confirmation that the appropriate checks, including DBS checks, have been undertaken by the individual organisation.

This letter provides the required confirmation on behalf of the Children’s Services Directorate. All staff working on behalf of this Directorate have been through the appropriate recruitment/police/DBS checks and educational settings are not therefore required to ask for further confirmation. Any visitors entering a setting should be asked to prove their identity through their OCC photo identity card, and to sign in and out at the reception, however familiar they may be with young people or staff in the school.

Please attach a copy of this letter as an appendix to your settings Single Central Record.

Yours sincerely

Lucy Butler
Director, Children’s Services