

For the attention of all Governing Bodies,
Trustees, Owners, Managers and
Headteachers

**County Hall
New Road
Oxford
OX1 1ND**

Director name Kevin Gordon
Directorate Children's Services

24 January 2022

Dear colleague,

Re: Recruitment checks and visiting staff from Oxfordshire County Council 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 a valid and up to date Oxfordshire County Council photo identity card, and required to sign in and out at 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 setting's Single Central Record.

Yours sincerely

Kevin Gordon
Director, Children's Services