

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

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

**Lisa Lyons
Children's Services**

1 September 2026

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 safer 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 visitors in a professional capacity for example, Social Workers, Educational Psychologists and Advisory Teachers. Settings should check ID and be assured that the visitor has the appropriate DBS check. It is sufficient for educational settings to seek written confirmation that the appropriate checks, including DBS checks, have been undertaken by the individual's 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 or engagement process including appropriate DBS checks. 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.

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

Yours faithfully



Lisa Lyons
Director of Children's Services

Direct line: 01865 815122
Email: lisa.lyons@oxfordshire.gov.uk
www.oxfordshire.gov.uk