

CONFIDENTIAL
To All Academies, Schools and Colleges

Date 1st August 2019
Ref
Your Ref
Contact
Phone 0116 305 2649
Fax
email Jane.Moore@leics.gov.uk

Dear Colleague

SAFEGUARDING CHECKS FOR CHILDREN AND FAMILY SERVICES EMPLOYEES WORKING IN ACADEMIES, SCHOOLS AND COLLEGES

In 2012 changes were made to the requirement for an enhanced DBS check with a barred list check for employees working in a regulated activity. This letter clarifies the arrangements for local authority employees employed by Children and Family Services working within academies, schools and colleges.

The DfE document, “Keeping Children Safe in Education”, sets out clear guidance for Academies, schools and colleges about the checks required for staff employed by agencies and other third-party organisations who have regular contact with pupils. It states the following:

“For supply staff, schools should receive written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.”

In the light of this guidance I am writing to confirm that the Local Authority has a policy which ensures that employees who undertake a regulated activity have an enhanced DBS check with a barred list check and are recruited using safe recruitment methods in accordance with the LSCB and DfE guidance.

If there are occasions where an individual has information disclosed on their Disclosure certificate, we will forward a copy of the Certificate before the individual starts work.

Where an individual has worked or lived outside of the UK, we will provide relevant documentation of what checks have been undertaken before the individual starts work.

Cont'd...

Children and Family Services
Leicestershire County Council, County Hall, Glenfield, Leicestershire LE3 8RF
Telephone: 0116 232 3232 Fax: 0116 305 6310 Email: childrensservices@leics.gov.uk
Jane Moore, Director, Children and Family Services
www.leics.gov.uk

This letter along with any other documentation provided should be attached to your single central register as Children and Family Services confirmation that it complies with the DfE guidance above.

Where the purpose of the visit does not require Children and Family Services employees to undertake a regulated activity, there is no requirement for them to be DBS checked. In these circumstances the safeguarding procedures for 'visitors' should suffice to cover such visits and, as with all other visitors, they should not be left unsupervised.

All Children and Family Services employees are advised that they **must** carry with them their LCC Identity Badge when visiting Academies, schools and colleges in order that the necessary identity checks can be carried out.

Finally, if you have any queries or concerns in respect of an employee visiting your school or college they should be raised with the appropriate Service Manager.

Yours sincerely

A handwritten signature in black ink that reads "Jane Moore". The signature is written in a cursive style with a large, looping initial 'J'.

Jane Moore
Director, Children & Family Services