

This matter is being dealt with by:

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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

4 September 2024

Safeguarding Checks Required for Local Authority Staff Visiting Schools and Academies

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.
- SEND officers and Integrated Children's Disability Service (ICDS) staff.
- Family Service Workers - who may visit your school to meet with students, staff and/or parents.
- Education Learning and Inclusion Service staff – including Director, Group Managers, Education Improvement Advisers, Educational Psychologists, Virtual School Staff, Reading Recovery Teacher Leaders, Achievement and Equality staff, Education Safeguarding, Health and Wellbeing Hub staff, Governing Body Services Team Manager; Senior Practitioner; Professional Practitioner and Clerks, Fair Access Officers, Partnership Team Officers, SEMH team members, Professional Practitioners Education Other than at School, Safeguarding Children in Education Officer, Health Related Education Team and Schools and Families Specialist Service Staff; Elective Home Education Officers.
- School Swimming Service staff.
- Young People's Service staff.
- Early Years staff.
- Family Hub and Early Help Service staff.
- Youth Justice Services staff.

This correspondence can be regarded as the required confirmation that all Nottinghamshire County Council employees listed above have been subject to the appropriate pre-employment checks in accordance with the relevant statutory guidance in Keeping Children Safe in Education (KCSiE).

A separate letter about staff supplied by the School Catering, Building, Cleaning and Landscape services (C&FM) is attached.

View our privacy notice at www.nottinghamshire.gov.uk/privacy

Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP

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.

In addition, Keeping Children Safe in Education (KCSiE) 2024 places a requirement on all schools and colleges to ensure visitors who are there in a professional capacity, have appropriate checks which includes checking their ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks). Schools and colleges should not ask to see the certificate in these circumstances.

Please note: Nottinghamshire County Council and Nottinghamshire Safeguarding Children Partnership (NSCP) provide additional 'Guidance on Visitors, including VIPs to Nottinghamshire schools,' which can be tailored to the individual school or college environment and 'safeguarding arrangements,' and can be accessed from the safeguarding area of the school's portal or from the NSCP website.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Colin Pettigrew', written in a cursive style.

COLIN PETTIGREW

Corporate Director

Children, Young People and Schools

Nottinghamshire County Council