

Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
Shropshire
SY2 6ND

01 September 2024

Dear Colleague

RE: Shropshire Council Children's Services Staff: Confirmation of Safer Recruitment checks & Enhanced Disclosure and Barring Service status for visits to school sites from Shropshire Council staff.

This letter clarifies the arrangements for Shropshire Council local authority staff employed within Children's Services working within academies, schools and colleges.

Statutory guidance **Keeping Children Safe in Education** (KCSIE 2024) states in para. 292:

*'Schools and colleges **must** obtain written notification from any agency, or third-party organisation, that they have carried out the same checks as the school or college would otherwise perform on any individual who will be working at the school or college (or who will be providing education on the school or college's behalf, including through online delivery). In respect of the enhanced DBS check, schools and colleges **must** ensure that written notification confirms the certificate has been obtained by either the employment business or another such business.'*

For further details, please refer to paragraphs 292-301 of [KCSiE 2024](#).

I am therefore writing to confirm that Shropshire Council Children's Services staff, who visit schools and who have unsupervised contact with children, have had an appropriate Enhanced DBS check conducted by Shropshire Council and have been appointed following full safer recruitment processes. If the nature of their work requires it, the Council will also have applied the requirements of the Childcare Disqualification Regulations.

Therefore, staff carrying an ID badge issued by the Council do not need to produce their DBS check at reception nor produce their DBS number. Their Council ID badge is sufficient proof that the appropriate checks have already been carried out on your behalf.

All staff will have received relevant induction and training in safeguarding and received annual updates on safeguarding policy, process and procedure. Council staff are also subject to the Council's Code of Conduct and Acceptable Use Policy for Online Safety.



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All staff are required to abide by the Council's safeguarding procedures and the Shropshire Safeguarding Community Partnership safeguarding policies and procedures.

All staff working in schools are required to read and confirm their understanding of, **Part One** of the statutory guidance document **Keeping Children Safe in Education** on at least an annual basis.

Recruitment processes for Council staff include:

- Fully enhanced Disclosure and Barring Service (Enhanced plus Barred List) check in line with Disclosure and Barring Service guidance to employers.
- Identity check including proof of name and address.
- Further checks on people who have lived or worked outside the UK.
- Minimum of two satisfactory references obtained, to include specific questions relating to safeguarding.
- Verification of mandatory professional qualifications.
- Right to Work in the UK check.
- Review of full work history with career gaps explained.

This letter can be accepted as written confirmation that the appropriate DBS checks required by the KCSIE guidance have been undertaken. Shropshire Council is responsible for obtaining and scrutinising information disclosed by the DBS as part of a criminal records check. The DBS Code of Practice sets out the eligibility for employers and licensing bodies to request a DBS check for all relevant staff and volunteers, in accordance with section 124 of the Police Act 1997. Disclosure information is only passed to those who are authorised to receive it in the course of their duties.

In line with KCSIE, Council procedures mean that schools should not need to hold information about Council staff on their single central record or carry out separate DBS checks for Council appointed staff who carry photo identification.

In line with Health and Safety requirements, Council staff are required to follow the setting's procedure to 'sign in', and 'out' at the beginning and end of their visit.

All Shropshire Council Children's Services staff are advised that they must carry with them their Identity Badge when visiting Academies, schools, and colleges in order that the necessary identity checks can be carried out.

Schools may reasonably request sight of additional evidence of identity, such as in the form of a photo-card driving licence.

If at any stage the school wish to take further action to confirm the identification of the individual, a discussion should take place with the appropriate Team Manager of the individual concerned.



Roles within Shropshire Council that may have unsupervised contact with children and young people on a regular basis include, but is not limited to:

- Social Workers /Social Work Assistants
- Leaving Care PA's/Educational Psychologists
- Education Access and Inclusion Officers
- Virtual School Officers
- Targeted Early Help Workers /NCT Family Support Workers
- Education Improvement Service Officers /Safeguarding in Education Officers
- Early Years Advisers
- Special Education Need Assessment & Review Service
- Autism and SEND Practitioners / Portage
- ICT technicians employed by Shropshire Council but not those employed by other organisations

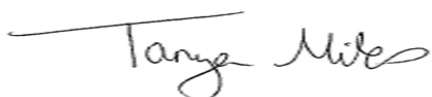
We are aware that a number of settings have requested that Shropshire Council staff sign confidentiality agreements. This is not necessary as Shropshire Council ensures that staff follow relevant policy and procedure, in line with the GDPR and data protection guidelines.

This letter provides additional assurance to settings that Shropshire Council staff have a responsibility to follow Council policies procedures and protocols and are therefore not required to enter into agreements with individual establishments.

This letter should be retained with your single central record for Ofsted inspection purposes.

Should you require further information please contact the **Education Access and Safeguarding Officer**, Jane Parsons at jane.parsons@shropshire.gov.uk or your school's **HR Advisor**.

Yours sincerely



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