Shropshire Council
The Guildhall
Shrewsbury
Shropshire
SY3 8HQ

September 2026

Dear Colleague

RE: Shropshire Council Children's Services Staff working as Contractors in Shropshire Schools and Early Years Settings and Childminders (2026/27)

Keeping Children Safe in Education (KCSIE) 2026, paragraphs 368 -373, set out clear guidance for academies, schools and colleges regarding the checks required where they use contractors to provide services.

This letter clarifies the arrangements for Shropshire Council's local authority staff employed within Children's Services, who provide services to these settings under a contract or service level agreement. This letter should be retained with your single central record for Ofsted inspection purposes.

NB. This letter does **not** apply to the agreement in relation to contractors provided or approved by the **Property Service Group** (PSG), which is subject to a separate agreement available directly from the PSG team.

Essentially, schools should set out their safeguarding requirements in the contract or service level agreement between themselves as a setting and the relevant service area. Schools should also ensure that any contractor, or any employee of the contractor, who is to work at the school, has been subject to the appropriate level of DBS check. Contractors engaging in **regulated activity** relating to children will require an enhanced DBS check to include a check against the children's barred list.

On the **8 September 2026**, the UK government published updated guidance in relation to Regulated Activity which you may wish to refer to in terms of what constitutes **Regulated Activity in relation to Children**. The guidance also sets out the criteria relating to the **specified activities** in scope and the **specified establishments** where regulated activity is recognised to take place.

For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for **regular contact** with children, an enhanced DBS check (not including a children's barred list check) will be required.

Please accept this letter as formal assurance that the following service areas, whose staff visit schools under a contract for services or a service level agreement and who have unsupervised contact with children, have had an appropriate Enhanced DBS check, to include a check against the children's barred list, where they engage in regulated activity.

- Children's Services / Residential Care Workers
- Early Help / Family Help Workers
- Early Years Advisers
- Early Years SEND Support Officers
- Education Access Service Officers
- Education Quality & Safeguarding Officers
- Education Quality Advisers
- Educational Psychologists, Assistant Educational Psychologists and Neurodevelopmental Practitioners
- Educational Health & Care Plan (EHCP) Team
- ICT technicians employed by Shropshire Council
- Leaving Care PAs
- NCT Family Support Workers
- Portage
- Social Workers / Social Work Assistants
- Shropshire Music Service staff
- Shropshire Virtual School Officers
- Shropshire Youth Workers

To confirm, Shropshire Council staff carrying an ID badge, issued by the Council, do **not** need to produce their DBS certificate when they arrive on school site, nor confirm their DBS number. As schools are advised of the name of the Council employee ahead of their appointment and anticipated arrival time, a Shropshire Council ID badge is sufficient proof that the appropriate DBS checks have been carried out, in line with the statutory guidance.

Schools and colleges should always check the identity of contractors on arrival at the school. All Shropshire Council employees are advised that they must carry with them their Council ID Badge and an additional form of ID, such as a photocard driving licence. The detail of the Council ID badge should be cross-referenced with that of the additional form of ID.

KCSIE 2026 states that schools are free to record any other information they deem relevant on their single central record, however, there is no statutory requirement for schools to record information about contractors. 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.

If, at any stage, the school wishes to seek further advice or clarification, in the first instance, a discussion should take place with the appropriate **Service Team Manager**.

Should you require further information please contact **Tracy Hunt,** our **Education Quality and Safeguarding Business Support Officer** via: Tracy.Hunt@shropshire.gov.uk

Yours sincerely

David Shaw
Director Children's Services
Shropshire Council



www.shropshire.gov.uk
General Enquiries: 0345 678 9000