

CITY OF WOLVERHAMPTON COUNCIL

1st September 2023

Dear Colleague,

DBS/Employment Checks Assurance Letter for CWC Employees visiting schools

I am writing to provide assurance that City of Wolverhampton Council employees who are visiting and working in schools and education settings have undergone robust safer recruitment procedures and appropriate pre-employment checks, to ensure that children and young people are safeguarded.

Checks and assessments include employees' identity, right to work, work history including any gaps in employment, references and appropriate DBS checks.

In addition, I provide advice below on whether, in visiting a school, the school has an obligation to ask for evidence of such checks.

The framework that sets out schools' safeguarding requirements in relation to admitting visitors is dealt with through safer recruitment principles as detailed in the DfE statutory guidance "Keeping Children Safe in Education". In summary:

- An enhanced DBS including barred list check is required for employees engaging in a regulated activity. Regulated activity includes responsibility for instructing, caring for or supervising children and/or carrying out paid or unpaid unsupervised work regularly, where that work provides an opportunity for contact with children.
- Employees who have an opportunity for regular contact with children but are not engaged in a regulated activity should be covered by an enhanced DBS certificate.
- With regard to contractors and their employees, it is the responsibility of schools to ensure that the appropriate level of DBS check has been undertaken by the contractor. Schools and colleges should always check the identity of contractors and their staff on arrival.
- For visitors and third party workers – schools do not have the power to request DBS checks and barred list checks or ask to see DBS certificates in relation to visitors.
- Headteachers should use their professional judgement about the need to escort/supervise visitors to ensure that children and young people are safeguarded.
- For employees selected and recruited by maintained schools, it is the responsibility of the Governing Body to ensure that appropriate checks have been carried out the School and that these are recorded within the Single Central Record.

All CWC employees who work in schools will have been subject to appropriate safer recruitment processes and procedures, including DBS checks. Schools should check that visitors wear the official CWC photograph ID as part of their signing in system. This is deemed as confirmation that the appropriate checks have been completed. Headteachers should continue to exercise due diligence in their management of visits, to ensure that there is no potential for the school's safeguarding of pupils to be compromised.

It is recommended that a copy of this letter is kept on file, as written assurance from the City of Wolverhampton Council, along with the School's single central record.

This letter may be required to evidence that the School has taken proportionate means to reassure themselves that the Council has assessed each role in relation to the above checks and suitability to engage within the children's workforce.

I hope that the above is of assistance, however, if you have any queries, please do not hesitate to contact our HR Team at SchoolsHRConsultancy@wolverhampton.gov.uk

Yours sincerely



Emma Bennett
Executive Director of Families