



Headteacher



Date: 26/09/2022

Our ref: SW/Employmentchecks

Dear Headteacher

Re: Confirmation of Telford & Wrekin Councils employment checks for those staff undertaking work in schools

We write to provide relevant information about our employees who will attend your sites to undertake the duties of their employment with Telford & Wrekin Council, in order for you to undertake your contractor vetting requirements in line with Keeping Children Safe in Education.

In line with the requirements of the statutory legislation (Keeping Children Safe in Education) we are providing here written confirmation that Telford and Wrekin Council has carried out the required pre-employment checks for those Council employees who undertake work in your schools where they may have contact with children.

We can confirm that for those employees whose role meets the definition of regulated activity with children (set out below) they also have an enhanced DBS check alongside a children's barred list check.

A person is considered to be in regulated activity if as a result of their work if they:

- Will be responsible, on a regular basis, in any setting for the care or supervision of children;
- Will regularly work in a school or college at a time when children are on school or college premises (where the person's work requires interaction with children, whether or not the work is paid (unless they are a supervised volunteer) or whether the person is directly employed or employed by a contractor);
- In a college, will regularly come into contact with children under 18 years of age;
- Will be unsupervised;
- Will be providing teaching / training / instruction frequently (at least once a week or on more than three days in a 30 day period or overnight);
- Will be working for a limited range of establishments (known as "specified places" which includes schools and colleges), with the opportunity for contact with children;
- Will be providing relevant personal care or health care provided by or provided under the supervision of a healthcare professional.



We do not require our staff to renew their DBS checks as we have systems in place to ensure that any criminal convictions/charges/investigations are disclosed to us, either by the employee themselves (it is a contractual requirement) or via being alerted via other agencies such as the Police or internally through our Safeguarding Service (Family Connect).

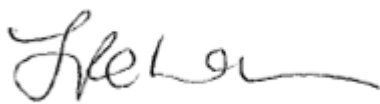
We also have an effective vetting process in place for occasions when convictions are disclosed by an individual/on the DBS certificate either as part of our pre-employment checks or during the course of their employment, this process is overseen by the Local Authority Designated Officer (LADO).

Telford & Wrekin Local Authority employees who visit schools do not carry their Disclosure & Barring Service (DBS) disclosure certificate with them. However, they have official Telford & Wrekin Local Authority photo identification badges which are provided to confirm to schools and other providers that they are subject to the safeguarding process outlined. This will enable you to check that the person presenting themselves is the same as the person on whom the checks have been made.

This letter should be held alongside your Single Central Record as evidence that you have met the statutory requirements.

If you have any queries in relation to this letter or have a different requirements in terms of the vetting of visitors/contractors to your school please contact Rebecca Hulsmeier, HR Business Partner for Education via email Rebecca.hulsmeier1@telford.go.uk

Yours sincerely

A handwritten signature in black ink, appearing to read 'Simon Wellman', with a long horizontal flourish extending to the right.

Simon Wellman
Director: Education & Skills