

For the attention of:

Headteachers and Principals
of Telford and Wrekin Schools
and Colleges



Date: 19th October 2023

Our Ref: JB/sw/LA-DBS

Dear Colleague

Re: Confirmation of Telford & Wrekin Councils safer recruitment checks for those staff either working in or visiting schools and colleges.

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, for you to undertake your contractor and visitor 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 Safer Recruitment pre-employment checks for those Council employees that work in your school or college under a service contract (for example, catering, cleaning, caretaking staff and ICT staff) where they may have contact with children. This would include an enhanced DBS check alongside a children's barred list check where they meet the definition of regulated activity as set out below.

A person is considered to be in regulated activity if as a result of their work 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 because 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 Council employees who attend schools and colleges as visiting professionals outside of being on a service contract, for example, social workers, education staff, HR and Finance staff will have had appropriate pre-employment checks in line with the Council's recruitment procedures. Where these posts have been assessed as requiring a DBS check this will have been undertaken at the appropriate level. For those posts that would have unsupervised access to children, this would be an enhanced DBS as a minimum, including a children's barred list check.

Please see below a list of services/teams within Telford & Wrekin Council who have employees that will attend schools and colleges and likely have contact with children and young people. These employees will have had an enhanced DBS check, which includes a children's barred list check, for those working with vulnerable adults too this would also include an adults barred list check:

- Children's social care staff
- Sensory Inclusion Service
- Educational Psychologists and Assistants
- Virtual School Officers
- Early Years Officers
- SEND officers
- Education Quality Assurance Officers
- Education Safeguarding Team
- Learning support Advisory Teachers
- Behaviour Advisory Team
- Music tutors
- Attendance support team
- Future Focus Team (Careers)
- Directors and Executive Directors who have responsibility for Children's Services and Education & Skills, and the Chief Executive of the Council.

It should not be assumed that all Council employees visiting the school have a DBS check because this is dependent on the role as per the DBS code of practice. For example, Finance and HR colleagues would not be required to have a DBS certificate and should therefore not be left unsupervised with children.

Council employees carrying Council ID should not be required to provide their DBS certificate or their DBS number because their ID is sufficient evidence that the checks have been undertaken by the Council at the level deemed appropriate for the role. DBS certificates contain personal information to employees that none other than the employer has a right to view.

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 or college 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 'Jo Britton', is centered on a light grey rectangular background.

Jo Britton
Executive Director
Children's Safeguarding & Family Support