



Directorate for Children's Services

Sarah Ashmead

Corporate Director Children's Services

Buckinghamshire Council

The Gateway

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19th May 2025

Dear Colleague,

Buckinghamshire Council Children's Services

Recruitment and vetting checks for staff visiting educational settings

There is a requirement for all schools and other educational settings, including pre-schools and nurseries, to ensure that all visitors who are likely to have unsupervised, regular or intensive contact with children or young people have completed safer recruitment vetting checks. The requirement includes confirmation that those visitors have obtained an Enhanced DBS Check at the appropriate level.

Where relevant, all visiting staff should have been DBS checked by their employing organisation, whether this be a supply agency, NHS Trust, Local Authority or other organisation. It is sufficient for educational settings to seek written confirmation that the appropriate vetting checks, including DBS Checks, have been completed.

This letter provides the required confirmation, on behalf of Buckinghamshire Council's Children's Services, that all workers carrying out regulated activity will have an Enhanced DBS and barred list check. Consequently, educational settings are not required to ask for further evidence from a Children's Services member of staff.

Visitors to educational settings (including relevant staff from Children's Services) should be asked to provide a photo ID supplied by the employing organisation (e.g. the Council's photo ID card) to confirm proof of identity. Visitors should be asked to sign in and out at Reception, regardless of how well known or familiar a visitor may be with a young person or a staff member at a school or other education setting.

Please keep a copy of this letter which can then be cross referenced to the relevant staff from Children's Services at your setting's Single Central Record. I hope these new changes help to clarify Buckinghamshire Council's processes.

Yours faithfully,

Sarah Ashmead

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