

To: Headteachers of All Schools

Date: 2<sup>nd</sup> September 2025

Enquiries to: HR Recruitment

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Dear Headteacher

### **Safer Recruitment – Centrally Employed Staff**

I am writing to provide you with documentary evidence relating to safeguarding requirements for the Local Authority's centrally employed staff.

I wish to confirm that it is not necessary for schools to undertake and/or require sight of DBS disclosure documentation for such employees.

This is confirmed in the updated DfE document, "Keeping Children Safe in Education" 2025, paragraphs 290 to 293: Agency and third-party staff.

*'Schools and colleges must obtain written notification from any agency, or third party organisation, that they have carried out the same checks as the school or college would otherwise perform on any individual who will be working at the school or college (or who will be providing education on the school or college's behalf, including through online delivery). In respect of the enhanced DBS check, schools and colleges must ensure that written notification confirms the certificate has been obtained by either the employment business or another such business.*

*Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the school or college, which has disclosed any matter or information, or any information was provided to the employment business, the school or college must obtain a copy of the certificate from the agency.*

*Where the position requires a children's barred list check, this must be obtained by the agency or third party by obtaining an enhanced DBS certificate with children's barred list information, prior to appointing the individual.*

*The school or college should also check that the person presenting themselves for work is the same person on whom the checks have been made.'*

South Gloucestershire Council has robust recruitment and vetting arrangements in place and any staff who may have significant contact with children or vulnerable adults are not permitted to commence work until all the relevant pre-employment checks, including an

enhanced DBS disclosure, have been completed. This letter therefore constitutes the "written notification" as quoted in the paragraphs above.

In addition, DBS checks have been undertaken on all relevant staff already in post. This applies not only to staff in the Department for People (e.g. Psychologists, Welfare Officers, Social Workers, School Improvement Advisers and Consultants, Inclusion Support and Behaviour Support) but also to other Council staff (e.g. School Crossing Patrols, Road Safety Team).

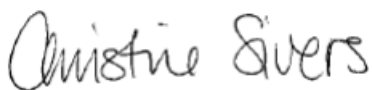
ELS employees who may be based on a school site (e.g., curriculum advisors, music service staff, Early years practitioners and Adult Community learning) are also covered by these arrangements.

The school's responsibility is to ensure that appropriate identity checks are carried out when a Local Authority employee arrives in school. All South Gloucestershire staff are provided with a photographic identity card for this purpose.

In many cases, the visiting employees will be well known by the Headteacher or other school staff. In other cases, this will not be the case and it will be important to request evidence of identity, particularly if the visitor will be engaging with pupils. Should there be any doubts about the identity or status of the visiting employee, please contact the head of the relevant service for confirmation.

It is not necessary to include the Local Authority's employed staff on the school's Single Central Register. However, it is recommended that you retain this letter on file as confirmation of the Local Authority's position and have it available to refer to should any relevant issues be raised during Ofsted inspection of safeguarding arrangements.

Yours sincerely



**Christine Sivers**  
**Executive Director for People**

Yours sincerely



**David Perry**  
**Chief Executive**