



**Solihull**  
METROPOLITAN  
BOROUGH COUNCIL

To  
All Head teachers & Principals

**CHILDREN'S SERVICES AND SKILLS**

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Your Ref.  
Our Ref. AC/HL

Please ask for: Deana Leonard  
Date: 20th October 2016

Dear Headteacher,

**Local Authority checks on employees who work on school sites**

We write to provide relevant information about our employees who may work on your school site, in order for you to undertake your visitor vetting requirements in line with Keeping Children Safe in Education (DfE, September 2016).

In line with the requirements of the statutory legislation we provide written confirmation as stated in Keeping Children Safe in Education (DfE, September 2016: chapter 3, paragraph 116, page 33). This requires written notification that Solihull Local Authority has carried out the checks on individuals who will be working at the school or college.

Solihull Council undertake the required employment checks for all staff visiting schools and colleges to carry out local authority duties at the time of their employment. This includes all appropriate employment and vetting checks, appropriate to the role that they carry out.

Solihull Local Authority staff who visit schools and colleges do not carry their Disclosure & Barring Service (DBS) disclosure certificate with them. However, they have official Solihull 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. You are not entitled to and should not request to see the DBS certificate or take a copy of the DBS certificate.

Schools are required to maintain a single central record which includes all others working in regular contact with children in schools or college as stated in Keeping Children Safe in Education (DfE, September 2016: chapter 3, paragraph 112, page 31).



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.

Schools are required to record information on their single central record for such staff. Schools are required to record whether the following checks have been carried out or certificates obtained, and the date on which the checks were completed:

- Identity check
- Barred list check
- Enhanced DBS check/certificate
- Prohibition from teaching check
- Section 128 check for independent schools, including free schools and academies only (for management positions as set out in Keeping Children Safe in Education 2016: paragraph 99, page 26)
- Further checks on people living or working outside the UK (including records for European Economic Area (EEA) sanctions and restrictions as described in Keeping Children Safe in Education 2016: paragraph 114, page 33)
- Professional check on qualifications
- Check to establish the person's right to work in the United Kingdom.

The following Solihull Local Authority employees have undertaken the appropriate level of checks to work in an unsupervised capacity with children and young people:

- Solihull Education and Early Years Improvement Service advisers and development officers
- Solihull Education Service for Children Out of School (ESCOS) Service
- Solihull Elective Home Education (EHE) Service
- Solihull Education Psychology Service
- Solihull Specialist Inclusion Support Service
- Solihull Children's Social Work Service
- Solihull Early Help Engage Service
- Solihull Looked After Children in Education Service
- Solihull English as an Additional Language Team
- Solihull Children Missing Education Service
- Solihull Music Service
- Safe and Active Travel Team

- Solihull Relief Caretakers
- Solihull Catering Service
- Solihull Youth Offending Service
- Solihull Active

In addition, staff from the following commissioned services, have undertaken the appropriate level of checks to work in an unsupervised capacity with children and young people.

- Solihull Young Carers
- National Youth Advisory Service (NYAS)

The reference number for these checks can be found on their identity (ID) badges which will be carried at all times.

We strongly advise school to make their own decisions on how LA staff not on this list need to be supervised while on school premises as you would with any other visitor. The above list is not exhaustive as services and functions change from time to time, however should you require any further information around the checks, please contact your schools Payroll team or your HR Advisor.

Yours sincerely



Heather Loveridge  
**Interim Assistant Director  
Education & Skills**

Yours sincerely



Adrian Cattell  
**Head of Human Resources**

