



**Solihull**  
METROPOLITAN  
BOROUGH COUNCIL

To  
All Head teachers & Principals

**CHILDREN'S SERVICES AND SKILLS**

Council House  
Manor Square  
Solihull West Midlands B91 3QB  
Tel: 0121 704 6836  
Email: [dleonard@solihull.gov.uk](mailto:dleonard@solihull.gov.uk)  
[www.solihull.gov.uk](http://www.solihull.gov.uk)

Your Ref.  
Our Ref. AC/PL

Please ask for: Deana Leonard  
Date: 1<sup>st</sup> September 2019

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, Statutory Guidance to come in force from September 2019.

Solihull Local Authority employees 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.**

In line with the requirements of the statutory legislation we are providing here written confirmation that Solihull Metropolitan Borough Council has carried out the checks on individuals that are employees of the Authority who will be working at your school or college at the time of their employment. This includes all appropriate employment and vetting checks, appropriate to the role that they carry out.

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 2019).

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 (Young people under the age of 25 in Special Schools).
- 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 (for management positions as set out in Keeping Children Safe in Education 2019) and for maintained schools for Governors
- 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
- 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 Family Support Service (Formally the Engage Service/Early Help)
- Solihull Looked After Children in Education (LACES)
- Solihull English as an Additional Language Team
- Solihull Children Missing Education
- Solihull Music Service
- Sustainable Travel Team (previously Safe and Active Travel Team – Road Safety)


- Solihull Relief Caretakers
- Solihull Catering Service
- Solihull Youth Offending Service
- Solihull Active
- Solihull Education ICT Services Team (EICTS)
- South Solihull Sport Partnership
- Solihull Property Services and Maintenance Services Technical staff including their partners Dodd's and Grahams and their sub-contracted staff who are employed within schools.

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.

- Carers Trust Solihull
- National Youth Advocacy Service (NYAS)
- Solar (includes workers from Birmingham and Solihull Mental Health Foundation Trust and Barnardo's')
- Therapy staff from Heart of England NHS Foundation Trust. (speech and language therapists, occupational therapists and physiotherapists)
- Solihull Action through Advocacy (SAAtA) are also doing advocacy work with children and young people with learning disabilities and/or autism.
- Special Educational Needs Information Advice and Support Service
- South Warwickshire Foundation Trust (SWIFT) (School Nursing Service)

We strongly advise you to make your own decisions on how local authority and commissioned service 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 school's Payroll team or your HR Advisor** for SMBC employees only.

Yours sincerely



Phil Leivers  
Assistant Director  
Education & Skills

Yours sincerely



Adrian Cattell  
Head of Human Resources

