



**Solihull**  
METROPOLITAN  
BOROUGH COUNCIL

To  
All Headteachers & Principals

**CHILDREN'S SERVICES AND SKILLS**

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Your Ref.

Please ask for: Lorraine Lord

Our Ref. LL/AC/HL/sm

Date: 01 March 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, July 2015).

In line with the requirements of the statutory legislation we provide written confirmation as stated in Keeping Children Safe in Education (DfE, July 2015) chapter 3 paragraph 77, 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 carry 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.

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, July 2015) chapter 3, paragraph 73, page 31.

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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 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 check
- Prohibition from teaching check
- Further checks on people living or working outside the UK
- Professional check on qualifications
- Check to establish the person's right to work in the United Kingdom.

The following Solihull Local Authority staff 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, ESCOS service and EHE service
- Solihull Education Psychology Service
- Solihull Specialist Inclusion Support Service
- Solihull Children's Social Work Service
- Solihull Early Help 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

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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



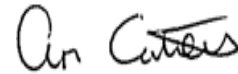
Heather Loveridge  
**Interim Assistant Director  
Education & Skills**

Yours sincerely



Lorraine Lord  
**Education Improvement Adviser  
Education & Skills**

Yours sincerely



Adrian Cattell  
**Head of Human Resources**