



Education Division
Loxley House, Station Street
Nottingham
NG2 3NG

Private & Confidential
Head Teacher

Tel: 0115 87 64618

www.nottinghamcity.gov.uk
nicholas.lee@nottinghamcity.gov.uk

September 2025

Dear Colleagues

Written notification: Local Authority Staff Checks for Nottingham City Council employees visiting educational settings.

Nottingham City Council staff who visit schools and who have unsupervised contact with children will have been subject to all the required pre-employment checks, including an enhanced DBS check conducted by their employing service. If the nature of the employees' work requires it, the service will also have applied the requirements of the Childcare Disqualification Regulations (Disqualification under the Childcare Act 2006). This includes but is not limited to the following staff roles:

- Social workers
- SEND support teaching teams
- Educational Psychologists
- Early Years officers
- School Health and Safety Officers
- Community Public Health Nursing Services (0-19)
- Education Directorate front line staff including Heads of Service, Education Welfare, Fair Access officers, Virtual School Education Support Officers
- Youth Justice teams
- School Catering and Cleaning Services

Statutory guidance stipulates that 'for visitors who are there in a professional capacity schools and colleges should check ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks. Schools and colleges should not ask to see the certificate in these circumstances (*Keeping Children Safe in Education 2025*, Part three: para 306 pg83).

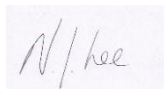
This correspondence can be regarded as the 'written notification' required by the school to confirm that all Nottingham City Council employees listed above have been subject to the safer working checks in accordance with the relevant statutory guidance found within Keeping Children Safe in Education (KCSIE) for the academic year 2025-2026.

Any professional wishing to undertake work in school with children must be expected and make a formal appointment in advance, wherever possible, of attending the school setting and that named professional must be the person who undertakes the intervention/meeting on site.

Schools will, of course, need to see identification from visitors to confirm that they do indeed work for Nottingham City Council and that they are the same person on whom the checks have been made. All Nottingham City Council staff visiting schools carry organisational photo identification stating their name and job role with the city council logo, which should be presented upon all visits as proof of employment and identification of who they are. Schools will also need to seek written notification that these checks have been made for any other Nottingham City Council employee not included above and we advise that this be done in advance of the visit taking place so as not to unnecessarily delay any vital intervention/ support to those children/families and staff involved.

Should you require any further guidance or support about visitors attending your school please contact jennifer.hardy@nottinghamcity.gov.uk.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'N. Lee', on a light blue rectangular background.

Nick Lee
Director of Education
Nottingham City Council