# DBS checks for visiting professionals

The issue of the appropriate level of ID checks undertaken on visitors to schools continues to require clarification.

The two presenting issues seem to be:

1. some schools still asking to see documentation that they are not allowed to request (such as a copy of a DBS), and
2. some visitors to schools not carrying photo identification.

Please can all Headteachers/Principals and/or Designated Safeguarding Leads ensure that office and reception area staff are briefed about the requirements for photo-ID and DBS checks on professionals from partner agencies coming to work with children at your school, and when these need to be recorded on the single central register.

* Ideally a visit from an outside agency to work with a child should be planned and recorded in the school diary so that office staff are expecting the worker. There will be occasions, particularly with social workers where a visit is unexpected and unplanned (such as a Section 47 investigation).
* It is proper to check the photo-ID of the visitor, and they should be willing to show their ID card. If they haven’t got one or are reluctant to show it, you have to decide if you let them onto the school site. You may want to put a notice in reception so visiting professionals are aware of the need for photo-ID, or inform them if telephone contact is made ahead of a visit.
* If the visitor is a Birmingham Children’s Trust social worker or a family support worker, or from BCC Education Services, ***the BCT or BCC name badge implies an in-date DBS for their first and second visit.***
* ***Any visitor working within the school three times within a 30-day period should be recorded on the single central register, but you only need to record their name, organisation, ID check and record sight of the letter from line manager OR the DBS number if supplied.***
* In the case of activity that is not regulated, a note ‘DBS not required’ should be made on the SCR.

## Regulated activity

Regulated activity refers to certain roles that involve working with children and adults at risk such as teaching and social care.

Whilst it is necessary that visitors undertaking regulated activity (generally defined as working directly with children) to have a completed Enhanced DBS, the school is not allowed to see the actual certificate (KCSIE 2022, paragraph 302) unless the worker chooses to show it to the school. The worker must provide a letter from their line manager, on headed paper, with confirmation that DBS clearance has been attained OR details of the DBS number and issue/expiry date.

***There have been cases where professionals have not been allowed into a school unless they have handed over their DBS certificate to the office. This practice should stop.*** This is because the detail recorded on the certificate of any criminal history is between the employee and employer and is not in the domain of the school.

Non-regulated activity

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised. The Headteacher is responsible for determining the appropriate level of supervision depending on the circumstances (KCSIE 2022 para. 293). Confirmation of DBS in this situation (if available) would allow the Headteacher to determine the level of supervision required but in-and-of-itself DBS is not a requirement to undertake work that is not regulated. Where the potential for or contact with children will occur full supervision is suggested.

This information will be shared with schools, BCC Education teams and with our BCT colleagues, in order to provide clarity and consistency in practice. Most crucially however, it will ensure that professionals visiting schools are allowed on site to deliver statutory support and intervention in order to safeguard and/or protect children as unnecessary delays to assessments or interventions may put the child at further risk.

**Document Dated: February 2023**