

## DBS Checks for Visiting Professionals

This information is for schools, Birmingham City Council (BCC) Education teams and Birmingham Children's Trust (BCT) colleagues, in order to provide clarity and consistency in practice to 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.

Under no circumstances should the school request a copy of any visiting professional's DBS certificate as it contains sensitive personal data which the school has no legal basis to see.

In compliance with the DfE Keeping Children Safe in Education guidance, please accept this as formal written notification that all Birmingham Children's Trust Social Workers, Family Support Workers and BCC Education Services staff who visit a school have been through the following comprehensive pre-employment checks:

- Identity Check
- Right to Work Check
- DBS 'Enhanced with barred list information' check

Their BCT or BCC identification badge implies satisfactory completion of all pre-employment checks, with full clearance to work directly with children and young people.

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 where social work professionals need to visit children in an education setting in an emergency, for example, where a child protection safeguarding concern has been raised.

The visiting professional should sign in to the school and show photographic ID their employing agency has issued to them proving who they are. If there are any concerns in relation to the validity of this identification school staff should seek to confirm this with the employing agency.

Good practice is to display a notice in the reception area so visiting professionals are aware of the need for them to produce their photo-ID; and also remind visitors if telephone contact is made ahead of a visit.

Please can all Headteachers, Principals and/or Designated Safeguarding Leads ensure that office and reception area staff are briefed about these requirements.

For any queries, please contact [educationsafeguarding@birmingham.gov.uk](mailto:educationsafeguarding@birmingham.gov.uk)

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