**Re: DBS & Council staff with photo ID badge**

It has come to our attention that in some instances, council employees carrying out visits to schools & settings have been required to either produce a full DBS certificate or additional photo ID to be copied and retained, before access has been permitted. This has resulted in some essential, planned visits not taking place and children not being seen.

May we remind all colleagues that there is no statutory obligation on schools or educational settings to require visiting staff to produce such documents and that DBS certificates are confidential personal property of the individual and as such, **there are no grounds on which settings are permitted to make physical copies or digital images of DBS certificates**. (Copies of DBS certificates and records of criminal information disclosed…are covered by [UK GDPR/DPA 2018 Article 10](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/criminal-offence-data/what-are-the-rules-on-criminal-offence-data/#:~:text=Under%20Article%2010%2C%20if%20your,1%20condition%20for%20your%20processing.).)

Keeping Children Safe in Education does not require educational settings to carry out such procedures and for your reference, paragraph 284 in relation to Visitors states:

***284. For visitors who are there in a professional capacity 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).***

For clarity and your assurance (and in direct reference to paragraph 268, KCSIE 2021 included below), all council staff who carry a Bradford Council ID badge have had all appropriate DBS checks carried out by the Local Authority as their employer. Some staff may have their DBS cert. number on their ID badge, others may not – irrespective, this assurance still applies.

***268. Schools and colleges must obtain written notification from any agency, or third party organisation, that they have carried out the checks on an individual who will be working at the school or college that the school or college would otherwise perform. In respect of the enhanced DBS check, schools and colleges must ensure that written notification confirms the certificate has been obtained by either the employment business or another such business.***

We ask that, with immediate effect, council staff visiting your setting be permitted access without the need to provide additional identity documents upon presentation of their official council ID badge. Should your setting’s policy on visitor access require updating to reflect these arrangements, please address this accordingly at the earliest opportunity.

As ever, we look forward to your continued support in delivering the best for the children and families of Bradford.

Thank you.

Education Safeguarding Team