

PLEASE RETAIN FOR YOUR RECORDS

Letter of Assurance for the Academic Year 2025/2026

Dear Colleagues,

Re: Bradford Council Children's Services Staff and Bradford Children and Families Trust (BCFT) Staff

In respect of both Bradford Council Children's Services and BCFT employees carrying out visits to schools & settings being required to either produce a full DBS certificate or additional photo ID to be copied and retained, before access is permitted, please retain this written notification to satisfy your setting's safeguarding procedures.

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.](#)).

[KCSIE 2025](#) does not require educational settings to carry out such procedures and for your reference, the relevant paragraph is:

"306. 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)."

For clarity and your assurance (and in direct reference to paragraph 290, [KCSIE 2025](#) below), **all Children's Services staff who carry a Bradford Council ID badge or a Bradford Children and Families Trust ID badge have been subject to all safeguarding requirements, and we confirm that all relevant pre-employment and safeguarding checks have been undertaken. We further confirm that enhanced and appropriate level of DBS checks (including barred list) have been carried out.** Some staff may have their DBS cert. number on their ID badge, others may not – irrespective, this assurance still applies.

"290. Schools and colleges must obtain written notification from any agency, or third party organisation, that they have carried out the same checks as the school or college would otherwise perform on any individual who will be working at the school or college (or who will be providing education on the school or college's behalf, including through online delivery). 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 for your cooperation in the above, and that Bradford Council Children's Services & BCFT staff visiting your setting be permitted access without the need to provide additional identity documents upon presentation of their official ID badge. Should your setting's policy on visitor access require updating to reflect these arrangements (or KCSIE 2025 updates), please address this accordingly at the earliest opportunity.

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

Kate Hopton

Head of Service, Education Safeguarding