

SEPTEMBER 2026

PLEASE RETAIN FOR YOUR RECORDS**Letter of Assurance for the Academic Year 2026/2027**

Dear Colleagues,

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

Any Bradford Council Children's Services **or** BCFT employee who is issued with a valid, official CBMDC / BCFT photographic ID badge has successfully undergone all mandatory safer recruitment checks, including an Enhanced DBS with Barred List check, in line with KCSIE.

Congruent to this, all education settings are required to retain a copy of this letter of assurance to evidence their adherence to regulations (with the letter ordinarily being available as an appendix to the SCR).

Also, the responsibility lies with the individual setting on how best to ensure compliance with regards the corporate ID badge checks; best practice being:

- for front-desk / admin staff to physically check the officer's ID badge on arrival to verify it is a legitimate badge (not a generic or handmade card),
- that the photo matches the individual presenting at the setting.

(Whist CBMDC ID badges do not include an expiry date, there are robust controls within the council services when an officer leaves council employment which includes physical relinquishment of their ID badge; logged as part of the leavers' process.)

Logging on the SCR

If an officer who is subject to this global letter is a regular visitor to the setting, they are to be logged as such on the SCR and clearly show in the 'DBS/Vetted by...' section: *"Vetted by Bradford LA – see global letter of assurance."*

If an officer is a one-off visitor, then these are not required to be recorded on the SCR. Checking their LA ID badge and logging them into your standard electronic visitor sign-in system fulfils your safeguarding duty.

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](#)).

For clarity and your assurance (and in direct reference to paragraph 364, [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.

"364. 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."

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