

Our Ref: DBSChecks/AC/KC  
Date: 14 September 2021  
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To: All Headteachers

Dear Colleagues

### **CYP staff visiting schools and DBS checks**

Some Children and Young People staff have been asked to provide a current DBS certificate when visiting schools for the school's central record check. **I am writing to reassure schools that there is no need to do this.**

You do not need to carry out any employment checks on people employed by Suffolk County Council who are based in the school, or who visit your school either regularly or on an ad hoc basis. Neither Ofsted nor the Department of Education require this, so if you are asked about this by an Ofsted Inspector, please refer them to the content of this letter.


You should, of course, **always ask CYP staff for proof of their identity**. All CYP staff have photo identity badges – example shown below. This includes School Nurses and Health Visitors, who are Suffolk County Council employees.



I can confirm that CYPS carry out the **full range of employment checks** on staff working with children.

I hope this letter provides assurance to you over compliance with your single central record.

Yours sincerely



**Allan Cadzow**  
Corporate Director for Children and Young People