

To: Headteachers of Hillingdon Schools

2 September 2026

Dear Colleagues,

Recruitment Checks and Visiting Staff from Hillingdon Council in Educational Settings

As you will be aware, all schools and other educational settings, including pre-schools and nurseries, are required to ensure that visitors who are likely to have unsupervised contact with children or young people have been recruited in line with safer recruitment requirements. This includes the expectation that such staff have undergone an Enhanced Disclosure and Barring Service (DBS) check.

Educational settings are not required to view or record DBS certificates for visiting staff such as Social Workers, Educational Psychologists, Education Improvement Advisors and similar professionals. The requirement is that these individuals have been appropriately DBS checked by their employing organisation, whether that is a supply agency, NHS Trust, Local Authority or another organisation.

For safeguarding purposes, this letter provides confirmation that Hillingdon Council Children's Services has robust safeguarding policies and procedures in place to ensure that all relevant pre-employment and safeguarding checks are completed for staff who visit schools and academies and/or have unsupervised access to children.

All staff working on behalf of this Directorate have undergone the appropriate recruitment, police and DBS checks. Educational settings are therefore not required to seek further confirmation of these checks. However, any visitor entering a setting should be asked to provide proof of identity by presenting a valid and current Hillingdon Council photo identification card and should sign in and out at reception, regardless of how familiar they may be to pupils or staff.

Yours sincerely,



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