



Head Teachers of Hillingdon - **BY EMAIL**

2nd September 2025

Dear Colleagues,

Re: Recruitment checks and visiting staff from Hillingdon Council in educational settings

As you will be aware, there is a requirement on all schools and other educational settings, including pre-schools and nurseries, to ensure that all visitors who are likely to have unsupervised contact with children or young people have been employed in line with safe recruitment expectations. This includes the requirement for these staff to have undergone an enhanced DBS check (Disclosure and Barring Service).

Settings are not required to see and record the DBS check on visiting staff such as Social Workers, Educational Psychologists, Education Improvement Advisors etc. The actual requirement is that such visiting staff should have been DBS checked by their individual organisation, whether this be a supply agency, Primary Care Trust, Local Authority or other organisation.

For the purposes of safeguarding, this letter provides schools and academies with confirmation that Hillingdon Council Children's Services have in place safeguarding policies and practices to ensure that all the relevant pre-recruitment and safeguarding checks are carried out on all staff who visit schools, and/or have unsupervised access to children.

All staff working on behalf of this Directorate have been through the appropriate recruitment/ police/ DBS checks and educational settings are not, therefore, required to ask for further confirmation. Any visitors entering a setting should be asked to prove their identity through a valid and up to date Hillingdon Council photo identity card, and required to sign in and out at reception, however familiar they may be with young people or staff in the school.

Yours sincerely,

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