

Melanie Harrison  
Service Director, Children & Young People's Services  
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January 1, 2026

Dear Headteacher, Designated Safeguarding Lead & school HR Lead,

**Disclosure & barring service checks for Gloucestershire Health and Care staff visiting pre-school education settings, schools and colleges**

Ofsted Guidance on DBS checks for visiting staff states:

'For visiting staff who do have unsupervised regular access to children and young people – such as educational psychologists, social workers, supply teachers, trainee teachers, nurses, sports coaches, MOD personnel and inspectors – their 'providing' organisation (for example, the supply agency, the university, primary care trust, local authority and so on) should request the check.

It is sufficient, for schools and colleges to seek written confirmation that appropriate checks, including DBS checks have been carried out and by whom – most commonly the relevant human resources department (it is not necessary to specify a named individual) – and to confirm the identity of these visitors.'

To help you comply with this guidance, this letter is confirmation that Gloucestershire Health and Care NHS Foundation Trust's Human Resources Department conducts the required checks for all staff who may as part of their jobs have unsupervised contact with children & young people on a regular basis:

- DBS enhanced with barring clearance check
- Identity verification
- Confirmation of right to work in the UK
- Three-year reference checking
- Pre-employment health checks
- Professional registration confirmation

We verify photographic ID and confirm identity for all staff appointed by this Trust as part of our recruitment processes. Our staff have ID badges which they will show each time they visit your premises. It is not necessary for you to photocopy this ID.

This assurance letter is in effect from 1st January 2026 to 31st December 2027.

Please ensure you ID check all visitors coming into your school to satisfy yourselves that they are who they say they are. If you are unsure, please contact Gloucestershire Health and Care NHS Foundation Trust on 0300 421 8100.

Yours sincerely,

**Melanie Harrison**

Service Director, Children & Young People's Services