

To: Headteacher, Designated Safeguarding
Lead & HR Lead
(via e-mail)

Kirsten Harrison
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8th December, 2025

Dear Headteacher, Designated Safeguarding Lead & school HR Lead,

Disclosure & Barring Service Checks for GCC Staff Visiting Schools

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 County Council Human Resources Department obtains the following checks for all centrally employed staff who may as part of their jobs have unsupervised contact with children & young people on a regular basis:

- The appropriate level of DBS check
- 2 References
- Proof of qualifications required for the role
- Medical Clearance
- Eligibility to work in the UK

Employees of Gloucestershire County Council are appointed using safe recruitment practices and do not commence employment in posts with regular unsupervised contact with children until all satisfactory clearances have been received.

All Gloucestershire County Council employees are issued with identification badges and will show these upon their visit to your school.

This letter should be retained with your single central record for Ofsted purposes.

This letter replaces the assurance statement issued on 1st December for 2025. 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 County Council via 01452 425000.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'KH', written in a cursive style.

Kirsten Harrison
Director of Education