

Our Ref: DBSChecks/SJS/AH
Date: 10th September 2025
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To: **All Principals, Executive Headteachers and Headteachers – Academies, Free Schools, LA Maintained Schools and Out County Schools**

Dear Colleague,

Re: Suffolk County Council Children and Young People's (CYP) Services Staff Visiting Schools and DBS Checks

Some staff visiting schools and education settings from the Council's Children and Young People's Services have been asked to provide a current DBS certificate when visiting schools, for the school's single 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 or the Department for 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 always ask Suffolk County Council Children and Young People (CYP) staff for proof of their identity. All CYP staff have photo identify badges – examples shown below. This also includes School Nurses and Health Visitors, who are Suffolk County Council employees.



I can confirm that Suffolk County Council undertakes the full range of employment checks, including the appropriate level of DBS checking on all staff working with children. This letter provides assurance to you, over compliance with your single central record.

Yours sincerely



Sarah-Jane Smedmor
Executive Director of Children and Young People's Services