

To All Headteachers

Diocesan Board of Education
Bouverie Court
6 The Lakes
Bedford Road
Northampton
Northamptonshire
NN4 7YD

19 September 2025

Dear Headteacher

Re: Diocesan Staff: Confirmation of Safe Recruitment Checks and Enhanced Disclosure and Barring Service status for visits to school sites from Diocesan Education Staff and Diocesan Schools Consultants.

I am writing to confirm that staff from the Diocese of Peterborough Education Team and Diocesan Schools Consultants who visit schools will have had an appropriate Enhanced DBS check conducted by the Diocese of Peterborough and have been appointed following full safer recruitment processes.

All these staff will have received relevant induction and training in safeguarding. All staff receive annual training in safeguarding and any other relevant updates and are subject to the Diocesan Code of Conduct and Acceptable Use Policy for Online-Safety.

All staff are required to abide by the Diocese's Safeguarding procedures and the Northamptonshire, Peterborough or Rutland Safeguarding Partnership Safeguarding Policies and procedures.

Recruitment processes include: -

- Fully enhanced Disclosure and Barring Service (Enhanced plus Barred List(s)) check in line with Disclosure and Barring Service guidance to employers;
- Identity check, including proof of address;
- Right to work in the UK check;
- Further checks on people who have lived or worked outside the UK;
- Minimum of two satisfactory references;
- Professional qualifications checks for qualifications mandatory for role
- Section 128 checks and teacher prohibition checks (where required);
- Full work history with career gaps explained

The statutory guidance 'Keeping Children Safe in Education (KCSIE) 2025' states:
303. Schools and colleges have different types of visitors, those with a professional role i.e. educational psychologists, social workers etc. those connected with the building, grounds maintenance, children's relatives or other visitors attending an activity in school such as a sports day.

For visitors provided via a third party see para 290 – 293.

306. For visitors who are there in a professional capacity, **check ID** and be assured that the visitor has had the appropriate DBS check (**or the visitor's employers have confirmed that their staff have appropriate checks. Schools and colleges should not ask to see the certificate in these circumstances**).

This letter can be regarded as the written confirmation of the appropriate DBS checks required by the KCSIE 2025 guidance. The employing agency, Peterborough Diocese Board of Finance, is responsible for obtaining and scrutinising DBS checks on their staff. The DBS are clear that only employers and licensing bodies can request a DBS check and in accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties.

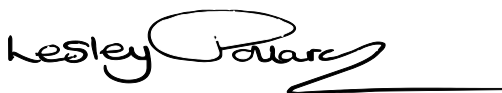
In line with KCSIE 2025, schools do not need to carry out separate DBS checks on, or request DBS certificates themselves from diocesan appointed staff who carry photo identification. Their ID badge is sufficient proof that all checks have already been carried out on your behalf.

DBE staff do not need to be accompanied by school staff whilst on school premises but are expected to always behave in a professional manner, following the Diocesan Staff Code of Conduct.

We encourage schools to take all appropriate safeguarding measures. These include checking the identity of diocesan appointed staff on arrival to schools and ensuring they sign-in on each occasion that they visit. All Diocesan Education staff and Diocesan Schools Consultants visiting schools will carry photo identification, which they must produce to verify their identity and employer. If at any stage the school wish to take further action to confirm the identification of the individual, a discussion should take place with the Diocese of Peterborough's Education Team at the Northampton Office.

This letter should be retained with your Single Central Record information for Ofsted purposes.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lesley Pollard', followed by a long horizontal flourish line.

Lesley Pollard
DBE Safeguarding Adviser