

Strategic and Enabling Services
People and Organisational Culture
Howden House, 1 Union Street
Sheffield, S1 2SH



Enquiries: hrconsultancyandadvice@sheffield.gov.uk
Telephone: 0114 273 4299 (Option One)
Web Site: www.sheffield.gov.uk

Date : 1 September 2026

To: All Headteachers, Chairs of Governors, School Managers / Bursars

Dear Colleague,

Single Central Record - Assurance of checks on local authority employees

Purpose

The purpose of this letter is to provide schools with written confirmation that Sheffield City Council has completed :-

1. Disclosure and Barring Service Enhanced Checks for local authority employees that may undertake regulated activity with children as part of their role
2. Disqualification from Childcare Checks for local authority employees who may provide child care: education or any other supervised activity for a child :-
 - Early Years child care (birth to Age 5) within school hours
 - Later Years child care (Age 5-7) out of school hours
3. All other safer recruitment checks for local authority employees, who may have regulated activity with children as part of their role.

Actions required

4. Attach this letter to the school single central record
5. Ensure all staff with responsibility for maintaining the single central record are fully briefed on the content of this letter
6. For more information about the content of this letter contact HR Corporate Support Service, as listed above.

This letter is a written assurance that all local authority employees, who may carry out regulated activity with children, have been appropriately checked.

All staff in relevant roles will have been checked for one or more of the following:-

For frequent, unsupervised contact:-

- Disclosure and Barring Service Enhanced with Children's Barred List Check
- Disclosure and Barring Service Enhanced with Children and Adults Barred Lists Check
- Children's Barred List Check (where employee already has recent DBS certificate)

For Infrequent, unsupervised contact:-

- Disclosure and Barring Service Enhanced Check

For employees providing Early Years or Later Years Childcare:-

- Disqualification from Childcare Declaration

For all of the above:-

Safer Recruitment Checks – appropriate qualifications, professional registration, any employment gaps, questions at interview, two references,

Staff that will be considered as working in relevant roles will be as follows:

- Teaching and other staff working in PRUs, behaviour units and similar alternative to local authority services
- Peripatetic teaching services for example for music or home tuition
- All local authority staff, who undertake education related work with children and young people in schools and colleges. This includes Intervention and Prevention Workers, educational psychologists and a range of other staff including advisors, consultants and learning support teachers.
- Other roles which involve contact with children for example social workers, residential social workers; family support workers etc.

It is sufficient for schools to retain this letter as evidence from the authority that such employees have been checked, it is not necessary to retain the specific details of each individual local authority employee.

This letter should be attached to your single central register as evidence that this has been confirmed by the local authority. All employees, whose role involves carrying out regulated activity with children, have an identity card that will include their photograph and details of their current DBS check.

To comply with statutory requirements schools are required to ensure that appropriate identity checks are carried out when any local authority employee visits a school. Please can you check their identity badges and ensure they sign in as visitors.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K Surtees', written in a cursive style.

Kirsty Surtees
Head of HR Business Services