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Surrey County Council
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September 2020

Surrey County Council - Local Authority checks on employees who work on school sites

We write to provide relevant information about our employees who may work on your school site, in order for you to undertake your visitor vetting requirements in line with Keeping Children Safe in Education (DfE, Updated September 2020).

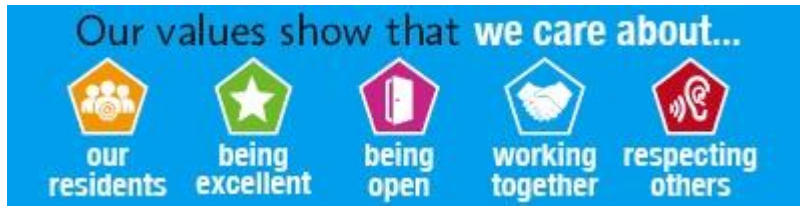
In line with the requirements of the statutory legislation we provide written confirmation as stated in Keeping Children Safe in Education (DfE, Updated September 2020). This requires written notification that Surrey County Council has carried out the safer recruitment checks on individuals who will be working at the school or college.

Surrey County Council staff who visit schools and colleges do not carry their Disclosure & Barring Service (DBS) disclosure certificate with them. However, they have official Surrey County Council photo identification badges which are provided to confirm to schools and other providers that they are subject to the safeguarding process outlined. This will enable you to check that the person presenting themselves is the same as the person on whom the checks have been made.

This is with the exception of catering staff employed by Twelve15 (formerly Commercial Services) who are permanently based in a school kitchen and do not hold photographic ID. In order to carry out your checks, please contact Twelve15 directly via <https://itstwelve15.co.uk/contact/> and at question 5 select 'Safeguarding' from the drop down options list. A member of the Twelve15 Safeguarding Team will verify that the checks outlined above have been undertaken.

In both instances, you are not entitled to and should not request to see the DBS certificate or take a copy of the DBS certificate.

If you require any further information around the checks, please contact the Surrey MyHR Helpdesk on 02085419000 or via email at myhelpdeskhr@surreycc.gov.uk.



If you would like this document in large print, on tape or in another language, please contact us on 0208 5419000