

22 September 2025

Dear Headteachers and DSLs,

All Children and Education Services practitioners and managers (including social workers, youth workers, Early Help Practitioners, Independent Reviewing Officers, Child Protection Conference Chairs, Coventry Alternative Provision Team, Outdoor Education Service Team, SEND Support Service, Education Improvement Advisors – birth to 19 (25), Early Years Advisor, Home Learning Environment Programme Coordinator, Local Authority Attendance Officers, Access to Education Officers and School Violence Reduction Lead), employed by Coventry City Council are subject to robust recruitment and vetting procedures to ensure their suitability to work with children, in line with Working Together to Safeguard Children (2023) and Keeping Children Safe in Education (2025). All members of staff required to undertake regulated activity have full DBS clearance and have been checked against the Child Barred List. As such, the Local Authority has been able to ascertain that they are suitable to work with children in regulated activity.

Statutory guidance states that schools should work with other agencies to safeguard children. This is detailed in paragraph 113, Keeping Children Safe in Education (2025).

113. All schools and colleges should allow access for local authority children's social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.

This letter is to provide **written notification** that the necessary checks have been carried out on these individuals in line with Keeping Children Safe in Education (2025).

All Children and Education Services practitioners and managers (including social workers, youth workers, Early Help Practitioners, Independent Reviewing Officers, Child Protection Conference Chairs, Coventry Alternative Provision Team, Outdoor Education Service Team, SEND Support Service, Education Improvement Advisors – birth to 19 (25), Early Years Advisor, Home Learning Environment Programme Coordinator, Local Authority Attendance Officers, Access to Education Officers and School Violence Reduction Lead), should present their identification badge on arrival at school and this will demonstrate that they have been subject to rigorous checks and are covered by this written confirmation.

Staff will not provide their DBS certificates or DBS number. Members of staff who have an identification badge should be allowed access to the child that they are visiting and any delay in this could cause the child to be at significant risk of harm. If the visiting professional does not have an identification badge, they should not be allowed access to the child and their manager should be contacted to discuss this. Staff badges will state the person's name, their job role and will show the Coventry City Council logo as well as the individual's photograph.

Social workers do not come into scope of the 'Disqualification under the Childcare Act' as they would be deemed to fall into the category of individuals as set out in paragraph 10 of this guidance. This includes anybody that is involved in any form of health care provision for a child, including school nurses, and local authority staff such as speech and language therapists and education psychologists. These individuals are excluded from the statutory definition of childcare and are therefore not covered by the legislation. As such, they do not need to complete additional associated person checks.

If a school has any safeguarding concerns about professionals involved with children who have visited your school, you must raise this with the Local Authority Designated Officer.

Any other concerns should be raised with the individual's manager.

We suggest that you keep a copy of this letter as part of your Single Central Record and keep a record of the names and dates that social workers visit children at your school as part of your safeguarding record-keeping. We ask that you do not photocopy or photograph the professional's badge as this can compromise the integrity of the system. If you have any further queries about this process, please contact the Safeguarding in Education team at Coventry City Council.

We appreciate that you are working with us in order to safeguard the children of Coventry.

Yours faithfully,



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Director of Children and Education Services
Coventry City Council