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September 2025

PRIVATE AND CONFIDENTIAL

Dear Headteacher,

RE: Hackney Council staff visiting schools and settings

We are writing to confirm the policies and procedures Hackney Council has in place to ensure its staff, including social workers and clinicians visiting schools/settings in Hackney have undergone the appropriate vetting checks in line with Keeping Children Safe in Education.

Keeping Children Safe in Education 2025 states that:

'For visitors who are there in a professional capacity schools and colleges should 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).'

In line with Hackney Council's Recruitment and Selection and DBS policies, all staff are required to undergo vetting checks that are appropriate to their role including an Enhanced DBS check with children's barred list information if their role requires them to carry out regulated activities.

Hackney Council has created a list of employees who due to the nature of their role are required to undergo an Enhanced DBS check. This list is available on the [DBS resources page](#) on the Services for Schools website and will be updated on a regular basis.

If you have any queries regarding the level of vetting checks required for Hackney Council staff, please contact dbs@hackney.gov.uk.

Once staff have successfully completed all the required vetting checks and start working for Hackney Council, they are issued with their Hackney Council ID badge (including their photograph).

Therefore you do not need to ask Hackney Council staff visiting your school/setting for their Enhanced DBS Certificate but must ensure you have seen their Hackney Council ID which includes their photograph.

Please note: In line with the [DBS Eligibility Guidance for Enhanced DBS checks](#), Hackney Council/Education staff who only occasionally visit schools in order to provide professional advice or services to school/settings and whose role does not require direct contact with children are not eligible for Enhanced DBS checks. Schools/settings are advised to ensure these visitors are appropriately escorted and supervised whilst on their premises.

We do recommend that schools/settings arrange routine visits from Hackney Council staff through pre-arranged appointments with a named individual/s. There may be occasions where Hackney Council's Children and Family Services staff need to attend a school/setting unannounced when a child is at risk of harm and in these situations, schools/settings should check the individual's Council ID and inform their designated safeguarding lead immediately.

If the school/setting is concerned about the identity of an individual who claims to be from Hackney Council, the reason for their visit or their level of vetting checks, please contact Hackney Council's HR department or the relevant Council department immediately.

Single central record

By attaching this letter to your single central record and ensuring that appropriate identity checks are carried out when staff enter schools/settings, you will be complying with requirements outlined in Keeping Children Safe in Education. **Please note:** all staff will wear a Hackney Council Identity Pass with their photograph.

Please contact the relevant HR Consultant for your school/setting if you have any questions regarding this letter or the DBS team at dbs@hackney.gov.uk.

Yours sincerely,



Lolita Brown

Strategic Lead Schools and Traded Services

Further information:

- [DBS Eligibility Guidance for Enhanced DBS checks](#) and [Guidance: Find out which DBS check is right for your employee](#)
- [Keeping Children Safe in Education](#)
- [Regulated activity in relation to children: scope](#)
- [Regulated activity with children in England](#)