

Alasdair Smith
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Children & Families Division
Children's & Adults' Services

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Tel: 020 7525 0654

Date: 16 March 2026

Ref: AS/MC/1

FAO: Head teacher

Dear Head teacher,

I am writing to clarify the details of the council's arrangements for ensuring the suitability of staff working with children, in roles which may involve attendance at your school, and the requirement to meet with a child for the purpose of safeguarding or education support.

This assurance is provided in relation to the below roles within Southwark Council Children's Services.

- Social Workers
- Social Work Managers
- Clinical Practitioners
- Independent Reviewing Officers
- Family Early Help Practitioners
- Education Inclusion Officers
- Youth Justice Service Officers
- Family Support Workers
- Contact Workers
- Education Advisors
- Education Consultants
- SEND Consultants
- Educational Psychologist
- Autism Support Services
- Sensory Support Services
- Inclusion Team
- Early Years Team
- Summerhouse
- SIAS
- Southwark Music
- Special Educational Needs and Disability Team

For any other council visitors please refer to relevant managers and your own professional judgement.

The above staff are required to undertake the same stringent level of checks as your own school staff are required to do. This means they have:

- DBS clearance including Barred List Checks
- Appropriate references
- Staff Disqualification Regulations checked

- Medical clearance
- Photo ID has been checked
- Proof of address has been checked
- Evidence of relevant qualifications has been seen
- Up to date professional registration (where applicable)
- Evidence of right to work in the UK has been checked (where applicable)
- Criminal overseas checks (where applicable)

Visitors who will be supervised during their visit to your school and will not have unsupervised access to children need only to show their council ID.

In line with Keeping Children Safe in Education 2025, the above roles for Southwark Council employees working with children have undergone the appropriate DBS checks and as such, it is not necessary for you to ask them to provide a copy of this when they come to work in and/or visit your school and meet with children unsupervised. A valid ID badge will act as confirmation that they have also undergone the appropriate checks as part of our safer recruitment processes.

All staff have been written to at the start of the academic year to advise them that all schools have a safeguarding policy along with other key documents available on their website and that it is worth reviewing these before any visit to ensure they are aware of any key contacts and expectations.

I hope this is helpful. For further help about these matters please contact Emma Geiringer, the council's Safeguarding in Schools Lead: emma.geiringer@southwark.gov.uk

Best regards,

A handwritten signature in black ink, appearing to read "Alasdair Smith".

Alasdair Smith
Director of Children's Services

A handwritten signature in black ink, appearing to read "Linda Kissi".

Linda Kissi
Head of HR Business Partnering

A handwritten signature in black ink, appearing to read "Anna Chiva".

Anna Chiva
Deputy Director – Learning and Inclusion

A handwritten signature in blue ink, appearing to read "Helen Woolgar".

Helen Woolgar
Deputy Director – Children's Social Car