



# HILLINGDON

LONDON

To whom it may concern,

Hillingdon Council as a registered body undertakes enhanced criminal record disclosure checks via the Disclosure and Barring Service (DBS) for all staff undertaking any work with children or vulnerable adults.

The Children's Services workforce consists of a large number of employees including Social Workers, Intervention Workers and Educational Psychologists. All members of staff are enhanced DBS checked and are reviewed regularly by their employer, Hillingdon Council.

As the employer, Hillingdon Council are responsible for ensuring all staff are correctly checked, the employer will receive notification that the DBS was clear and accepted but **will not** be given a copy of the employees certificate - this lies with the employee only. Details of this can be found here:  
<https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers#applicants-rights>

Employees are not required to show their certificate or disclose their DBS number/issue date to any school/location they are working in on behalf of Hillingdon Council, as it is their right under the Data protection regulations.

Hillingdon Council will provide names of staff attending the school prior to arrival and all LBH staff will have photo identification supplied by Hillingdon Council as proof of their employment.

If there are any concerns then please contact us at the office to discuss further.

Yours sincerely,

Hannah Ives  
Child Protection Adviser for Schools and Deputy LADO