

**Date 8<sup>th</sup> January 2025**

**Private and Confidential**

Nigel Hodgkins  
Head of Service  
Healthy Child Pathway  
Middleton Health Centre  
Middleton Park Avenue  
Leeds, LS10 4HT  
Tel 0113 8430850

Dear

**Disclosure and Barring Service (DBS) checks**

Leeds Community Healthcare NHS Trust requires all practitioners working with children and their families to undergo Disclosure and Barring Service (DBS) checks. For the Leeds 0-19 Public Health Integrated Service, this includes School Nurses, Community Staff Nurses, students, School Nurse Managers, Healthcare support workers and administrative and clerical staff.

The DBS check is initially done as part of the recruitment and selection process and then repeated every 3 years. The process is managed and led by Human Resources with practitioner's line managers confirming DBS status as part of annual appraisal process. Confirmation of a DBS is kept within the staff personnel file.

All practitioners are required to have their organisation identity badge on display while on duty. Practitioners can and should be challenged on identity and denied entry to a home or health, social or educational setting if the badge is not visible.

Students e.g. School Nurse or General Nurse are required to undergo DBS checks. The process is managed by the relevant university. Assurance that DBS checks are in place is through the clinical placement agreement with the trust.

You may also be aware that it is a breach of the DBS Code of Practice, for registered bodies (i.e. Leeds Community Healthcare Trust) to share copies of DBS checks or any information contained in an employee's disclosure with a third party. Leeds Community Healthcare staff should not be asked to produce their individual documentation.

Confirmation of the validity of a practitioner can be sought by contacting 0113 220 8500. The identity badge provides confirmation of a current DBS check.

Yours sincerely



**Nigel Hodgkins**  
**Head of Service**