



**Leeds Community  
Healthcare**  
NHS Trust

Nigel Hodgkins  
Head of Service 0-19 PHINS  
Leeds Community Healthcare NHS Trust  
Building 3 White Rose Office Park,  
Millshaw Park Lane  
Leeds  
LS11 0DL  
Tel: 0113 2208500

Dear Sir/Madam,

**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 updates are maintained via the DBS update system which ensures renewals are maintained as per DBS processes. This 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) 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.

We politely request that you do not ask to photocopy staff ID badges to ensure that our employees personal data is kept secure. Having an LCH ID badge is proof that the DBS check process is already in place. Further validity of a practitioner can be sought by contacting Leeds Community Healthcare on 0113 2208500.

Yours sincerely

Nigel Hodgkins, Head of Service - 0-19 Public Health Integrated Nursing Service

Chair: Brodie Clark CBE

Chief Executive: Dr Sara Munro