

To: All Head Teachers

Ealing Council  
Perceval House  
14-16 Uxbridge Road  
London W5 2HL

20/11/2019

Dear Colleague

**Re: Ealing FM Engineering Staff visiting schools**

I am aware that on several occasions, Ealing FM staff who are visiting schools to undertake reactive and planned maintenance tasks have been asked to produce proof of identity and proof of DBS clearance.

I have considered how best we might reassure you regarding the position of these staff working in your schools and I have been advised that, in line with DfE and Ofsted guidelines, I should do this through written confirmation to schools.

I am therefore writing to provide confirmation that all Ealing FM Engineers and contractors employed by Ealing Council who frequently work in schools have been subject to an enhanced DBS check. DBS check numbers are available on request from Ealing FM Help Desk. "Frequently" is defined as once a week or more often or on 4 or more days in a 30-day period.

All staff are, of course, required to provide proof of identity when they visit your school and I confirm that you should accept a photographic Ealing ID badge as providing this proof.

If you have any queries regarding this letter, please do not hesitate to contact Ealing FM Helpdesk at [EalingFMHelpdesk@ealing.gov.uk](mailto:EalingFMHelpdesk@ealing.gov.uk) or Ealing Council's DBS unit on (020) 8825 9000.

Yours faithfully,



**Ivan Somerville**  
Head of Building Services  
ICT & Property Services