



Northamptonshire County Council

Please ask for: Supply Teacher Register
Tel: 0300 126 7666
Our ref: STR
Your ref:
Date: As postmark

Dear Applicant,

Application to join the Supply Teacher Register

As part of your application to the NCC Supply Teacher Register, it is **mandatory** that you have up to date knowledge on Safeguarding procedures and adhere to the latest safeguarding guidance at all times. You will be asked to demonstrate your application of this knowledge during the formal panel interview process. Please also ensure you complete section 6 of the Supply Teacher Employment Application form with full details of the latest Safeguarding training you have attended.

Please read the Local Safeguarding Children Board booklet entitled "Recognition and referral of possible child abuse: A guide to Safeguarding Children in Northamptonshire". This can be found at the following webpage: http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/hr_schools/Pages/Supply.aspx

Once you have read this booklet, please print this letter, complete the section below and immediately fax it to fax number 01604 36 8122 or post it to the address below. **We must receive this signed document in order to progress your Supply Teacher application.**

If you are successful at the interview stage, we will then send your DBS application form to the DBS in Liverpool. After a few days, you will be able to track the progress of your DBS application on the DBS website at any time by entering your DBS application number and your date of birth on this webpage: <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

As soon as we receive the DBS disclosure, we will contact you to let you know whether you can begin working on the LGSS Supply Teacher Register. Until then, you must not work at any Northamptonshire school as an LGSS Supply Teacher.

If you have any queries, please email supplyteacher@northamptonshire.gov.uk or telephone 0300 126 7666.

Yours sincerely

Vanessa Toscano
Team Leader
Payroll & Recruitment Services, LGSS

I confirm I have received the Local Safeguarding Children Board booklet entitled "Recognition and referral of possible child abuse: A guide to Safeguarding Children in Northamptonshire".

I confirm I have read, understood and will adhere to this guidance during my role as a Supply Teacher on the Northamptonshire County Council Supply Teacher Register.

I will attend any training course/update on safeguarding as and when notified.

Signed: _____

Print Name: _____ Date: _____