



Northamptonshire County Council

Please ask for: Jolene King
Tel: 01604 23 7666 (option 2)
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 for the attention of Jolene King on fax number 01604 237 998 or post it to Jolene at 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 CRB application form to the CRB in Liverpool. After a few days, you will be able to track the progress of your CRB application on the CRB website at any time by entering your CRB application number and your date of birth on this webpage: <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

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

If you have any queries, please email supplyteacher@northamptonshire.gov.uk or telephone Jolene King on 01604 23 7666 (option 2).

Yours sincerely

Jackie McCarter
Head of HR Operations

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: _____

HR Operations
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