

My ref: Safeguarding letter for Schools/Settings - CCC
Your ref:
Date: 01.09.2026
Contact: Martin Purbrick
E Mail: Martin.purbrick@cambridgeshire.gov.uk



Children, Education and Families
Executive Director: Martin Purbrick
Cambridgeshire County Council
New Shire Hall
Emery Crescent
Enterprise Campus
Alconbury Weald
Huntingdon
PE28 4YE

Dear Headteacher/Manager

Pre-employment checks for Local Authority Children's Social Care & Targeted Support employees working in schools and early years settings

On behalf of Children's Social Care & Targeted Support, I can confirm all staff from the Directorate visiting your school or early years setting have been through the appropriate pre-employment checks required for the role they undertake.

I am therefore providing written notification that any Local Authority employee working for Children's Social Care & Targeted Support who may be required to have unsupervised access to children will have undergone all of the appropriate pre-employment and vetting checks which are required for the role. This is in line with Cambridgeshire County Council's recruitment policies and procedures, and statutory guidance on safeguarding children. For most employees, this will be an enhanced DBS check, together with a check of the children's barred list, unless appointed prior to the introduction of CRB/DBS checks, when police checks were undertaken on all employees requiring unsupervised access to children.

Any County Council staff from Children's Social Care or Targeted Support entering your school will prove their identity through their Cambridgeshire County Council photo identity card and sign in and out of reception. We do not provide individually named letters of assurance for Children's Social Care & Targeted Support staff.

I trust this letter provides the reassurance you need in order to promote the safety and wellbeing of the children and young people in your school.

If you have any questions about this, then please do not hesitate to contact me, or alternatively the line manager of the person presenting you this letter.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Martin Purbrick", written over a light blue horizontal line.

Martin Purbrick
Executive Director
Children, Education & Families

