

My ref: Safeguarding letter for Schools/Settings - CCC
Your ref:

Date: 01.09.2026

Contact: Sarah Callaghan

E Mail: Sarah.Callaghan@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 Council employees visiting schools and early years settings

On behalf of the Local Authority, I can confirm all staff visiting your school or early years setting have been through the appropriate pre-employment checks required for the role they undertake. Any County Council staff entering your school or setting will prove their identity through their Cambridgeshire County Council photo identity card and sign in and out of reception.

Where an employee from the Council visits your school or setting and they do not work in regulated activity they must not be left unsupervised on the premises when children are on site.

Any Education staff who may be required to work in regulated activity will provide you with an individual letter of assurance to confirm the appropriate level of DBS has been undertaken to enable them to work unsupervised if required.

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 or setting.

If you have any questions about this, then please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Sarah Callaghan".

Sarah Callaghan
Service Director: Education
Cambridgeshire County Council

