

Subject:

**CHILD PROTECTION: EMPLOYMENT OF
SUBSTITUTE TEACHERS**

**Circular Number:
2006/07**

**Date of Issue:
3 March 2006**

Target Audience:

- Principals and Boards of Governors of Grant-Aided Schools;
- Teachers' Unions
- Education and Library Boards
- Council for Catholic Maintained Schools
- Association of Governing Bodies of Grammar Schools;
- Northern Ireland Council for Integrated Education;
- Comhairle na Gaelscolaíochta;
- General Teaching Council (NI)
- Northern Ireland Substitute Teachers Register
- Teacher Employment Agencies

Summary of Contents:

This Circular advises that as from 1 September 2006 schools should employ as substitute teachers only those who are on the Northern Ireland Substitute Teachers Register

Enquiries:

Any enquiries about the contents of this Circular should be addressed to:

Teachers' Pay and Administration Branch
Department of Education
Waterside House
75 Duke Street
LONDONDERRY
BT47 6FP

**Governor Awareness:
Essential**

**Status of Contents:
Advice for schools
and employers**

**Related Documents:
Circulars 2006/6, 8, 9**

**Superseded Documents:
Circular 2004/21 (vetting
section only)**

**Expiry Date:
Not applicable**

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CHILD PROTECTION: EMPLOYMENT OF SUBSTITUTE TEACHERS

- 1. This Circular is to advise schools and employing authorities that as from 1 September 2006 only substitute teachers who are on the Northern Ireland Substitute Teachers Register should be employed to work in schools.**
2. The primary purpose of this is to offer protection to pupils, schools and employers by ensuring that all substitute teachers are properly checked as suitable to work with children and qualified before being employed in schools. All teachers on the Register have an initial pre-employment criminal record check carried out and have vetting checks carried out every two years thereafter. The application process to join NISTR also includes a check that teachers are considered 'eligible to teach', satisfy relevant health requirements and are registered with the General Teaching Council for Northern Ireland.
3. It will also help ensure that the Register itself, which is an on-line booking system for schools, functions at its optimum level, by offering schools the maximum substitute teacher availability, as well as offering all substitute teachers the maximum opportunities and choice for employment, at standard teacher pay rates and terms and conditions.
4. The register was developed jointly by employers and the teachers' unions and is the recommended way for all schools to arrange substitute cover. It is a free service which can be accessed by schools online at any time, day or night.
5. Schools should take an early opportunity to advise any substitute teacher whom they employ locally that they must register if they have not already done so, to ensure that all teachers are fully registered and checked by the start of the new academic year.
6. Teachers can apply to join the Register on-line at www.nistr.org.uk, or can obtain an application form from the website or by contacting the administrators on 02890 564 000 ext 4427. Teachers on the Register may if they wish limit their substitute cover assignments to nominated schools and /or a geographical area.
7. As from September, the Department of Education will be undertaking sample checks of temporary teacher returns to ensure that substitute teachers are on the Register.
8. All substitute teaching staff recruited through employment agencies must have their names on the Register. Inclusion on the Register does not prevent a person also seeking work through an agency.