

## Initial Teacher Education Reflective - Responsive - Research-driven

### ITE Safeguarding Policy: 2022/23

This policy outlines the Safeguarding procedures related to trainees in Initial Teacher Education (ITE), Early Years Teacher Status (EYTS) at the University of Sussex. This policy and practice work alongside and within the University of Sussex [Safeguarding policy](#).

The Safeguarding Officers for ITE are [Clare Stenning](#) (Head of Secondary Education) and [Christina Hancock](#) (Head of Primary Education)

The responsibilities of the Safeguarding Officers are:

- Day to day responsibility for Safeguarding issues
- Lead role in establishing and reviewing Safeguarding policies
- Ensuring that all staff are aware of the procedures that need to be followed in the event of a Safeguarding incident
- Providing training and advice for staff
- Receiving reports of Safeguarding incidents and logging incidents to inform ongoing and future Safeguarding procedure
- Ensuring that Safeguarding training is provided to trainees across all ITE programmes.

**Sussex ITE Safeguarding is committed to Safeguarding and promoting the welfare and safety of children and trainees by:**

- Adhering to University procedures to recruit staff and select trainees
- Carrying out appropriate DBS checks as necessary
- Ensuring that staff and trainees are aware of the University of Sussex Safeguarding Policy and related procedures, and that appropriate staff and students are provided with Child Protection Policy and Guidance and Prevent training on a regular basis
- Ensuring that staff, trainees and school-based colleagues across our Partnership are aware of the ITE Safeguarding policy and procedures and of the Safeguarding and Prevent training we provide to our trainees across all ITE programmes
- Providing information to teachers, group leaders, service providers and any other interested parties on the University of Sussex's expectations regarding Safeguarding responsibilities when visiting the University
- Having procedures for dealing with allegations of abuse.

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Initial Teacher Education at the University of Sussex considers the issue of Safeguarding to be a fundamental component all ITE programmes. Safeguarding is considered from the following perspectives:

- Ensuring children are protected
- Ensuring children are empowered to protect themselves
- Ensuring trainees are protected
- Ensuring trainees are empowered to protect themselves

### The Provider will:

#### Selection and Recruitment

1. Ensure that all entrants to the PGCE, School Direct, Primary and Early Years Education BA (with QTS), Early Years Education MA – Graduate route (with EYTS) courses are subject to enhanced Disclosure and Barring Service (DBS) disclosure.
2. Ensure that all entrants complete a UoS Declaration of Suitability for teaching pre-interview.
3. Ensure that all entrants are reviewed for prohibition order checks to ensure that they are not prohibited from undertaking teaching activities in schools.
4. Obtain satisfactory overseas police checks for all periods of six or more months in any one non-UK country in the five years preceding the start of the course.
5. Obtain an enhanced DBS clearance for every trainee prior to the commencement of placements in a school or other setting.
6. In the event of a delay in receiving DBS clearance, make checks against the DBS Children's Barred List and inform head teachers in writing prior to the start of a placement of the names of those trainees for whom an enhanced disclosure has yet to be received. For Early Years Education MA – Graduate route (with EYTS) students, placements will not commence until disclosure information has been received. Maintain regular updates to schools settings of the progress of applications for disclosures, informing them as soon as the disclosure is received.
7. Make decisions relating to suitability documents and DBS results. Convene a standing Safeguarding Panel to consider specific anonymised cases where a conviction, caution or reprimand or any other pertinent information has been disclosed to determine suitability. The Safeguarding Panel is convened by ESW Director of Recruitment and Admissions (DoRA) and comprises the following members: Chair - Head of Primary/Secondary Teacher Education (as relevant) in the School of Education and Social Work (or their nominee); 3 representatives from Primary/Secondary partnership schools (as relevant) – Headteacher or Professional Tutor, who shall have had no previous involvement with the case being considered. Full details of Safeguarding panel process can be obtained from <https://www.sussex.ac.uk/education/ite>
8. Not admit candidates to any course carrying QTS or EYTS who are unsuited to work with children and maintain records showing that a disclosure has been obtained for every trainee.
9. Conduct interviews with potential trainees that include a two person panel with a minimum of one NSPCC safer recruitment trained person.
10. Standardised interview schedule is used to obtain information for interviewee to consider attitudes and approaches to children/young people and Safeguarding.

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11. Confirm to schools/settings that a trainee's criminal record check - including a check of the children's barred list - has been completed and that the individual has been judged by the provider to be suitable to work with children.
12. Ensure that no reproductions of disclosures or their content are made, including photocopies or scanned images. Except for the purpose of making decisions on suitability, and in accordance with the Data Protection Act (2018).
13. Staff engage in training related to GDPR through the University and support trainees to ensure they are aware of the need to treat sensitive data and information with due confidentiality and are careful about who has access to it.

### **In-course process**

14. Ensure trainees receive taught sessions across provider-led and school-based training regarding Safeguarding, Prevent and child protection.
15. Ensure all trainees know the name and contact details for their local Safeguarding officers at their schools/settings and at University.
16. Be vigilant and alert throughout trainees' courses to the possibility of potential Safeguarding issues, taking measures as appropriate and informing Safeguarding officers to record (where appropriate).
17. Inform trainees of their ongoing obligation to declare anything that might deem them unsuitable to work with children, including any conviction. Where a trainee withholds such information, take appropriate action - which may include recommending the termination of their training.
18. If a trainee is arrested, under investigation, charged with an offence or receives a conviction during the course of their studies, they will be referred to the Safeguarding Panel Committee and, as appropriate, to the University Fitness to Practice committee who will review the case and determine whether to allow the trainee to continue their studies, or recommend suspension or termination. Wherever possible, and with the permission of the trainee, ensure that the head teacher of the trainee's placement schools/setting is informed.
19. Inform trainees that they will need to be re-checked by the DBS before returning from any suspension of studies of 3 months or longer. Trainees could be held responsible for the cost of the recheck.
20. Ensure all requirements regarding procedures related to Covid-19 are followed at the University.
21. Ensure all Tutors conducting visits to schools have a clear DBS recorded with the Department of Education and is updated every three years as per University of Sussex policy guidance.

### **School /settings will:**

1. Provide confirmation that any School Direct Salaried or Early Years Education MA EYTS employment-based trainees have completed a satisfactory criminal records check and a satisfactory prohibition order check.

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2. Provide confirmation that any:

a) School Direct Salaried trainees and Early Years Education MA: Employment route trainees are covered by this legislation

b) Trainees holding any form of direct managerial responsibility in a childcare or early years setting have been subject to appropriate checks with regard to the childcare disqualification requirements

3. Record in their central record that declarations relating to the disqualification requirements have been obtained for Early Years Teacher Status graduate entry courses as confirmed by the University.

4. Recognise that satisfactory DBS checking of non-salaried trainees is the responsibility of the University, not the school, setting or local authority.

5. Accept trainees for placement in the school or setting for whom a DBS enhanced disclosure has been received and who have been deemed suitable to work with children.

6. Exercise the discretion provided to them by the Department for Education (DfE) ITT criteria and supporting advice (2022) guidance to allow trainees for whom an enhanced DBS disclosure has yet to be received to start working in a school/setting, maintaining closer supervision and restricting access to information including sensitive pupil data where appropriate.

7. Provide guidance on local Safeguarding processes, procedures and contacts.

8. Treat information declared on Salaried trainee's DBS declaration with due confidentiality exercising due care about who has access to it.

9. If required, obtain DBS document directly from the trainee with recent DfE guidance stating "Schools and colleges are legally entitled to and can insist to see a student's DBS certificate if they wish to do so. In most cases this will mean that the individual will need to be prepared to present their certificate on request. If an individual is unwilling to do so, the school or college is legally permitted to turn them away (without further reason)"

### Trainees will:

- Maintain their DBS documents across the length of the course.
- Ensure they have an up-to-date awareness of Safeguarding matters and of the Safeguarding policy and practices in their placement school(s).
- Ensure they have an up-to-date awareness of the statutory Safeguarding guidance from the DfE:
  - [Working together to safeguard children 2018](#)
  - [Keeping Children Safe in Education 2022](#)
  - [PREVENT Duty - Counter-Terrorism and Security Act](#) (HMG, 2015)
- Understand that it is everyone's responsibility to safeguard and promote the welfare of children and that they have a role to play in identifying concerns, sharing information and taking prompt action.
- Ensure they report any Safeguarding concerns to the relevant person in their school and the University of Sussex Safeguarding Officer.
- Consider at all times what is in the best interests of the students they teach.
- Know how to respond to a student who discloses abuse through delivery of 'Working Together to Safeguard Children' (2018) and Keeping Children Safe in Education (2022).
- Be aware that they cannot promise a child to keep anything confidential which might compromise the child's safety or wellbeing.
- Follow all guidance regarding Covid-19 as required.