

Safeguarding Policy

Department of Education

This policy outlines the Department of Education's procedures with regard Initial Teacher Education (ITE) and Early Years students (referred to as "trainees" below). Also Disclosure Barring Checks (DBS) – formerly CRB.

The University will:

1. Ensure that all entrants to PGCE, School Direct, Primary and Early Years Education BA (QTS route), and Early Years in Education MA (Graduate route) courses are subject to enhanced DBS disclosure
2. Ensure that all entrants (and existing trainees who entered the course prior to September 2015) undergo a prohibition order check to ensure that they are not prohibited from undertaking teaching activities in schools
3. Secure certificates of good conduct (and other relevant references) in respect of time trainees have spent – if six months or longer - outside the UK
4. Normally obtain enhanced DBS disclosure for all trainees prior to the commencement of placements in a school or educational setting. For Early Years in Education MA (Graduate route) trainees, this will be completed prior to commencement of the course
5. Appropriate checks with regard childcare disqualification requirements for those starting PGCE Primary, School Direct Primary, Primary and Early Years Education BA (QTS route), and Early Years in Education MA (Graduate route) courses (including existing trainees who commenced their studies prior to September 2015)
6. In the event of a delay in receiving disclosures, make checks against the DBS Children's Barred List and inform headteachers in writing prior to the start of a placement of the names of trainees for whom an enhanced disclosure has yet to be received. For trainees on the Early Years in Education MA (Graduate route), placements will not commence until disclosure information has been received
7. Keep headteachers and Early Years settings managers fully informed of the progress of applications for disclosures, informing them as soon as disclosure is received
8. Make decisions on suitability based on the disclosure that has been sent by the DBS convening a standing Safeguarding Panel where appropriate 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 will be convened by the Director of Initial Teacher Education, chaired by the Head of the Department of Education and include the Director of Teaching and Learning for the School of Education and Social Work, two partnership headteachers or senior leaders, and a relevant Course Leader. An individual meeting will be arranged with the Director of Initial Teacher Education and trainee/s concerned to discuss the issues contained in the DBS.
9. Not admit candidates who are unsuited to work with children
10. Keep records showing that a disclosure has been obtained for every trainee
11. Confirm to schools/settings that a non-salaried 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. Provide every PGCE, School Direct, Primary and Early Years Education BA (QTS route) trainee with a letter (to be kept in their Portfolio) signed by the Director of Initial Teacher Education and detailing the trainee's name, course title, and confirmation that they have completed a satisfactory criminal records check
13. Confirm to schools/settings that declarations relating to the disqualification requirements have been obtained for trainees on the Primary ITE and Early Years in Education MA (Graduate route) courses
14. 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
15. Ensure that trainees are aware of the need to treat sensitive data and information with due confidentiality and are careful about who has access to it
16. Be vigilant and alert throughout every trainee's period of study/training to the possibility of potential safeguarding issues, taking measures as appropriate
17. Inform trainees of their ongoing obligation to declare anything that might deem them unsuitable to work with children, including any conviction. If a trainee is found to have withheld relevant information, the Department will take appropriate action, including the possible termination of training
18. If a trainee is arrested, under investigation, charged with an offence, or receives a conviction during their period of study/training, they will be referred to the Safeguarding Committee and, as appropriate, to the University's 'Fitness to Practise' committee who will review the case determining whether to allow the trainee to continue their course, or recommend suspension or termination of training. Wherever possible - and with the trainee's agreement - ensure that the headteacher of the trainee's placement school/educational 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 three months or longer. Trainees are responsible for the cost of the re-check.

Schools/educational settings will:

1. Provide confirmation that any School Direct (Salaried) or Early Years in Education MA (Employment-based route) trainees have completed a satisfactory criminal records check and a satisfactory prohibition order check
2. Provide confirmation that the following are covered by this legislation, or have been subject to appropriate checks with regard childcare disqualification requirements:
 - School Direct (Salaried) Primary trainees
 - Early Years in Education MA (Employment-based route) trainees
 - Trainees holding any form of direct managerial responsibility in a childcare or Early Years setting
3. Be advised to record in their central records that declarations relating to disqualification requirements have been obtained for Early Years in Education MA (Graduate route) trainees as confirmed by the University
4. Recognise that satisfactory DBS checking of non-salaried trainees is the responsibility of the University, not the school or setting or local authority
5. Accept trainees for placement in the school or educational 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) guidance to allow trainees for whom an enhanced DBS disclosure has yet to be received to start working under close supervision with restricted access to information, including sensitive pupil data
7. Treat information declared on School Direct (Salaried) trainees' DBS declarations with due confidentiality, exercising due care about who has access to it
8. Not expect to have access to completed DBS returns
9. Not attempt to obtain copies of disclosures directly from trainees.