Safeguarding policy
Department of Education

This policy outlines the Department procedure with regard to Sussex ITE and EYTS students (referred to as trainees below) and DBS.

The Safeguarding officers for ITE are Jo Tregenza (Director of ITE) and Greg Harris (Senior ITE administrator)

The Safeguarding officers:

• Takes day to day responsibility for safeguarding issues and have a leading role in establishing and reviewing the safeguarding policies.
• Ensure that all staff are aware of the procedures that need to be followed in the event of a safeguarding incident taking place.
• Provides training and advice for staff.
• Receive reports of safeguarding incidents, where applicable, and create a log of incidents to inform future safeguarding procedure.
• Ensure that safeguarding training is provided to trainees by the University of Sussex.

The University will:

1. Ensure that all entrants to the PGCE, School Direct, BA QTS, Early Years Teacher Status (Graduate route) Courses have been subject to a DBS enhanced 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 references in respect of time trainees have spent 6 months or longer outside of the UK;
4. Normally obtain an enhanced DBS disclosure for every trainee prior to the commencement of any placements in a school or setting; for Early Years Teacher Status (Graduate route) this will be completed prior to commencement on Courses;
5. In the event of a delay in receiving disclosures 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 Teacher Status (Graduate route) placements will not commence until disclosure information has been received;
6. Keep head teachers and early years setting managers fully informed, of the progress of applications for disclosures, informing them as soon as the disclosure is received;
7. Make decisions on suitability based on the disclosure that has been sent by the DBS. Convene a standing Safeguarding Panel to consider specific anonymised cases where a conviction, caution or reprimand or any other pertinent information has been disclosed in order to determine suitability. The Safeguarding Panel will be convened by the Director of ITE, chaired by the Head of Education and

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shall include in its membership: the DTL; Director of Initial Teacher Training (ITE), 2 Partnership Headteachers or designated Senior leaders, and 1 Course Leader. An individual meeting will be arranged with the Director of ITE and the trainees concerned to discuss the issues contained in the DBS.

8. Not admit candidates to ITE or Early Years Teacher Status who are unsuited to work with children.

9. Keep records showing that a disclosure has been obtained for every relevant trainee;

10. 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.

11. Confirm to schools/settings that declarations relating to the disqualification requirements have been obtained for entrants to the Primary ITE and Early Years Teacher Status Courses.

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;

13. 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;

14. Be vigilant and alert throughout trainees’ Courses to the possibility of potential safeguarding issues taking measures as appropriate;

15. Inform trainees of their on-going 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;

16. Where a trainee is arrested, under investigation, charged with an offence or who receives a conviction, during the course of their Course they will be referred to the Safeguarding Committee and, as appropriate, to the University Fitness to Practise committee who will review their case determining whether to allow the trainee to continue the Course, to recommend suspension or termination of their training. Wherever possible, and with the permission of the trainee, ensure that the head teacher of the trainee’s placement schools/setting is informed;

17. Inform trainees that they will need to be rechecked by the DBS before returning from any suspension of studies of 3 months or longer. Trainees are responsible for the cost of the recheck.

School /settings will:

1. Provide confirmation that any School Direct salaried or Early Years Teacher Status employment based trainees have completed a satisfactory criminal records check and a satisfactory prohibition order check;

2. Provide confirmation that any:
   a) School Direct salaried primary trainees who are covered by this legislation or
   b) Early Years Teacher Status Employment Based trainees or
   c) trainees holding any form of direct managerial responsibility in a childcare or early years settings have been subject to appropriate checks with regard to the childcare disqualification requirements;

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3. Be advised to 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 or 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) 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. Treat information declared on salaried trainee’s DBS declaration 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.

The trainees will:

- 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:
  - PREVENT Duty - Counter-Terrorism and Security Act (HMG, 2015) [https://www.sjbfrog.co.uk/index.phtml?id=426439](https://www.sjbfrog.co.uk/index.phtml?id=426439)
- 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).
- Must be aware that they cannot promise a child to keep anything confidential which might compromise the child’s safety or wellbeing.

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