

October 18

Dear Colleague

Re: Disclosure and Barring Service (DBS) Checks and Safeguarding Checks relating to Initial Teacher Training (ITT) trainees and Work Based Learning (WBL) students: guidance from Edge Hill University

I would like to thank you for your support in working with trainees and students from the Faculty of Education, at Edge Hill University.

The following information sets out the Disclosure and Barring Service (DBS) and safeguarding checks which are implemented for Initial Teacher Training trainees and students completing Work Based Learning experiences.

As an accredited provider of Initial Teacher Training (ITT) the University is bound by the ITT Criteria¹ which sets out the following requirements and adheres to these for all ITT and Work Based Learning Experiences:

“that all entrants, as part of the provider’s selection procedures, have taken part in a rigorous selection process designed to assess their suitability to teach”

Part of this criteria requires providers to have regard for the Department for Education’s statutory guidance Keeping Children Safe in Education, when carrying out duties to safeguard and promote the welfare of children. This includes ensuring that entrants on all routes, including salaried schemes, have been subject to an enhanced Disclosure and Barring Service (DBS) criminal records check, including a check of the children’s barred list, and that records are kept showing that trainees have obtained these.

Our procedure in response to this DBS requirement is that every trainee and student is DBS checked and, where something is raised on a DBS, considered by a panel of professionals comprising representatives from partner schools, settings or colleges and from the Faculty of Education.

It can be confirmed therefore that to enrol upon an Initial Teacher Training programme a trainee will have:

- completed an application form
- had references checked
- been interviewed face-to-face (for ITT programmes)
- the necessary qualifications
- had an enhanced DBS check, including a check of the children’s barred list and a prohibition order check, and where the applicant has lived outside of the UK, provided a DBS check from the country, or provided a good conduct reference

¹ Initial Teacher Training Criteria Supporting Advice, National College for Teaching and Leadership, February 2018

Sharing of information

You can expect that a trainee or student embarking upon a Professional Practice or Work Based Learning experience in your school, setting or college will carry with them an ID card showing their photograph and a DBS Check Issue letter from the University confirming their suitability to train to teach, or work with children. Please be aware that the enhanced DBS check which is undertaken lasts the length of the trainee's programme of study, including cases where the programme lasts longer than three years.

You may also be aware that it is an offence under the 1997 Police Act, and a breach of the DBS Code of Practice, for registered bodies (i.e. Edge Hill University) to share copies of DBS checks or any information contained in a trainee's disclosure with a third party. Accredited providers must not therefore share this information with schools, settings and colleges, and trainees should not be asked to produce this documentation for their host settings.

Employment Based Trainees

Please note that in respect of School Direct salaried trainees and Further Education and Training in-service trainees it is the responsibility of the school or college to ensure that these checks are satisfactorily undertaken, as per the details set out in the partnership agreement.

This letter may be used in relation to your school or college's safeguarding procedures as required by Ofsted, and, although you are not obliged to do so, you are advised to record this information in your central record.

I very much hope that these details provide you with the relevant information you require and also give you confidence in the rigorous procedures which are in operation.

If you wish to discuss any aspect of this further, please do not hesitate to contact me.

Yours sincerely



Dr Helen O'Keefe
Chair of Faculty of Education DBS Panel
Okeeffeh@edgehill.ac.uk