

Edge Hill
University

January 2023

Dear Colleague,

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

I would like to thank you for your valuable support in working with our 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 Education students completing placements and other students completing Work Based Learning experiences.

As an accredited provider of Initial Teacher Training (ITT) the University is bound by the ITT Criteria (2022)¹ which sets out the following requirements and adheres to these for all ITE and Work Based Learning Experiences:

“Providers must ensure that, before anyone is admitted to an ITT programme, they have been deemed suitable to train to teach. This will help to protect children and young people from trainee teachers who might put them at risk of harm because their previous conduct shows they are unsuitable for teaching. ITT partnerships should conduct interviews, run background checks, and assess if an applicant has the potential to meet the Teachers’ Standards’ by the end of their training programme.”

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.

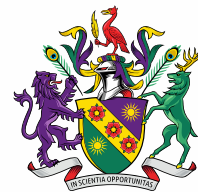
Our procedure in response to this DBS requirement is that every student goes through an enhanced DBS check and, where something is raised on the DBS, this is considered through a triage process with a panel of professionals, comprising representatives from partner schools, settings or colleges and from the Faculty of Education.

It can be confirmed to you therefore that to enrol upon an Initial Teacher Education programme a student will have:

- completed an application form
- had references checked
- been interviewed (for ITE 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 in exceptional cases provided two good conduct references from professionals where the country cannot provide this.

¹ <https://www.gov.uk/government/publications/initial-teacher-training-criteria/initial-teacher-training-itt-criteria-and-supporting-advice>





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Sharing of information

You can expect that a student embarking upon an ITE Placement 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 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.

As registered bodies, ITT providers are, with the permission of the trainee, able to share information relating to the level, date, and number of DBS checks. We are not able, under any circumstances, to share details of the content of DBS certificates with third parties such as schools or colleges. However, schools or colleges may request to see DBS certificates from trainees who will be on placement with them. It is up to the trainee whether they want to share the information, but the school would be within their rights to refuse access if the trainee were to refuse.

FoE Partner Schools and Settings

We ask that all schools should ensure that all trainee teachers, at the start of their training in each school, are provided with:

- the child protection/safeguarding policy
- the staff behaviour policy (sometimes called a code of conduct)
- information about the role of the designated safeguarding lead/officer

We appreciate your support with this.

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 single central record.

I very much hope that these details provide you with the relevant information you require and 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

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