

Safeguarding policy

This policy outlines the Institute procedure with regard to Institute students (referred to as trainees below) and DBS.

The University will:

1. Ensure that all entrants to the PGCE, School Direct, BA (Ed), Early Years Teacher Status Graduate Entry Maintained (GEM) programmes have been subject to a DBS enhanced disclosure;
2. Ensure that all entrants (and existing trainees who entered the programme 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 (GEM) this will be completed prior to commencement on programmes;
5. Subject entrants to the PGCE Primary, School Direct Primary, BA (Ed) and Early Years Teacher Status Graduate Entry Maintained (GEM) programmes (including existing trainees who entered the programme prior to September 2015) to appropriate checks with regard to the childcare disqualification requirements;
6. 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 pathways placements will not commence until disclosure information has been received;
7. 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;
8. Make decisions on suitability based on the disclosure that has been sent by the DBS. Convene a standing Safeguarding Committee 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 Committee will be convened by the Senior Tutor, chaired by the Head of School and shall include in its membership: the SDTL; Head of Initial Teacher Training (ITT), Head of Early Years (EY), 2 Partnership Head Teachers, and 2 Programme Directors.
9. Not admit candidates to ITT or Early Years Teacher Status pathways who are unsuited to work with children.
10. Keep records showing that a disclosure has been obtained for every relevant 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 each PGCE, School Direct, BA (Ed) trainee with a letter, to be kept in their Portfolio, signed by the Head of Institute, which will provide the trainee's name, programme, and confirmation that they have completed a satisfactory criminal records check;

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13. Confirm to schools/settings that declarations relating to the disqualification requirements have been obtained for entrants to the Primary ITT and Early Years Teacher Status Graduate Entry Maintained (GEM) programmes.
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 trainees' programmes to the possibility of potential safeguarding issues taking measures as appropriate;
17. 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;
18. Where a trainee is arrested, under investigation, charged with an offence or who receives a conviction, during the course of their programme they will be referred to the Safeguarding Committee and, as appropriate, to the University Standing Committee on Fitness to Practise who will review their case determining whether to allow the trainee to continue the programme, 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;
19. 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 Graduate Entry Employment Based trainees have completed a satisfactory criminal records check and a satisfactory prohibition order check;
2. Provide confirmation that any:
 - o School Direct salaried primary trainees who are covered by this legislation or
 - o Early Years Teacher Status Graduate Entry Employment Based trainees or
 - o 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;
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 Maintained (GEM) programmes 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;

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10. Provide trainees for whom an enhanced DBS disclosure has been obtained with the data necessary to undertake their work, including trainee data;
11. 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;
12. Recognise that University tutors visiting schools/settings who do not carry out regulated activity do not require a DBS check, for example, unless they have access to children and young people without supervision from someone, including a trainee, who has been checked. The normal risk assessment that applies to all visitors is sufficient.

For information, DBSs for School Direct salaried and Early Years Teacher Status Graduate Entry Employment Based trainees are the responsibility of their employers i.e. their schools or early years setting.