

October 2018

FAO: The Headteacher

Dear Headteacher

As an Initial Teacher Education (ITE) provider, we take our responsibilities for safeguarding most seriously. Our safeguarding procedures are subject to Ofsted inspection and we check, on a regular basis, that our policy and practices are in line with the latest statutory requirements.

There has been a recent update of the DFE *Initial Teacher Training criteria and supporting advice*, therefore, it was timely to conduct a review of safeguarding. In addition, we would like to respond to questions about our use of the online Update Service. We confirm our responsibilities to you in a summary statement below, and we also provide you with more detailed information regarding our obligations by law and our processes for admitting student-teachers. In addition, we have reproduced a copy of the relevant section from the DFE Initial Teacher Training (ITT) criteria document for your own records and reference.

I hope that this letter and attached documents provide continued reassurance of our processes and our commitment to the safeguarding of pupils in your schools.

Please do not hesitate to contact Suzanne Strawford, Head of ITE Primary: s.strawford@newman.ac.uk or Sarah Newland, Assistant Dean ITE: s.newland@newman.ac.uk should you have any further queries.

Yours sincerely



Dr Lorraine Thomas
Executive Dean: Faculty of Education

Safeguarding Children and the Disclosure and Barring Service:

Newman University Policy and Practice

Summary statement:

Newman University is responsible for ensuring that appropriate DBS checks have been completed for our fee paying students, and for informing partner schools and colleges that they have been completed. Schools and colleges are advised to record this fact in their central record, although they are not obliged to do so.

Student-teachers will provide schools with a safeguarding letter from Newman University which confirms the University has seen a satisfactory enhanced DBS certificate, either through a new application or through the DBS online Update Service which gives a 'live' update; has checked the DfE Prohibition List; and has carried out fitness to teach and the right to work in the UK checks.

For students who have a DBS with us and have returned after suspending their training programme for less than three months, or for students entering the final year of four year undergraduate programmes, we require them to confirm in writing, prior to placement, that there have been no changes to their DBS status.

We encourage all new student-teachers to sign up to the online Update Service.

Before using the Update Service, we:

- obtain written consent from the applicant to do so;
- confirm the certificate matches the individual's identity; and
- examine the original certificate to ensure that it is for the appropriate workforce and level of check.

Hypothetical Examples:

Andrew has an update service subscription with an enhanced certificate in the children's workforce. This includes a check against the children's barred list. He applies for a teacher training course and presents his certificate to Jessica, the administrator of the course. Andrew will be carrying out regulated activity with children as part of his placements on the course so the university will require an enhanced check in the child workforce and a check of the children's barred list.

Andrew presents his certificate to Jessica and gives her consent to carry out a status check on the update service. The certificate contains the same level of checks in the same workforce as the teacher training role requires therefore Jessica can make the status check as she will be able to make the legal declaration required.

For trainees on salaried School Direct programmes the school, as the employer, is responsible for ensuring that the right to work and DBS clearance checks have been completed for the trainee. As the accredited provider, Newman University will ask schools to confirm that these relevant checks have been carried out to ensure that we are compliant with the ITT criteria. Childcare Disqualification, DfE Prohibition List; and Fitness to Teach checks are still carried out by Newman University for these trainees.

Additional information:

- Newman is not required or obliged to share information relating to the level, date and number of DBS checks. It remains an offence under the 1997 Police Act, and a breach of the [DBS Code of Practice](#), for registered bodies such as ITE providers to share copies of DBS certificates, or any information contained in a trainee's disclosure, with third parties such as schools or colleges. The DfE has confirmed that the level and date of the DBS can be shared with the permission of the trainee. We will seek this permission from student-teachers and share the level and date of the DBS check with schools.
- There is no requirement for a provider to complete separate checks in respect of time spent in different schools.
- Minor convictions or cautions from several years ago will not now be shown on enhanced DBS certificates. Providers, schools and colleges should not ask applicants about any such convictions or cautions.
- ITE tutors who only have occasional contact with pupils and do not carry out regulated activity do not require checks provided they are at all times accompanied by someone (e.g. a student-teacher) who has been checked.
- Overseas trainees are subject to Prohibition List and criminal record checks. Certificates of good conduct and references will be requested for overseas trainees and those who have spent time living overseas.
- Further checks should not be carried out on anyone entering training after completing a subject knowledge enhancement programme, provided they are continuing their training with the same provider and the gap between the ending of the enhancement programme and the beginning of the ITT is shorter than three months.

Newman University processes are outlined below:

1. All student-teachers undergo a visual identity check at interview and all are asked to take a copy of their University Identity card into schools for visual ID. Original academic certificates are checked by University Admissions and copies are filed.
2. Student-teachers are required to be in receipt of a satisfactory DBS enhanced disclosure prior to registering on the course. Overseas student-teachers are checked in accordance with the guidelines on the DBS website. Therefore, the majority of our student-teachers will already be in possession of an Enhanced Disclosure Certificate prior to their first school placement.
3. In addition, students will be checked on line against the DfE Prohibition List and they will be required to confirm in writing that they are not disqualified under the terms of the 2009 Childcare Disqualification regulations. We will confirm clearance against these checks in writing to schools. Student-teachers are advised to sign up for the DBS Online Service.
3. Newman University is the recognised body which requests the DBS enhanced disclosure and undertakes Prohibition List and Childcare Disqualification checks for all our fee paying student-teachers. If the student-teacher already has a DBS

certificate and has signed up to the DBS Online Service, we will check the DBS on line and we will make the additional checks outlined in point 2 above.

- If the DBS raises issues which make the candidate unsuitable for working with children, the person is not accepted onto the course.
- If the DBS raises issues which are of concern and raise doubts about their suitability, then the decision is made by the University's Safeguarding Panel; The Panel will consider the DBS along with an explanation from the individual of the circumstances surrounding the offences on the Disclosure. The Panel may consult with partnership schools before deciding whether to clear the student for admission/ placement. The purpose of the Safeguarding Panel is to consider those cases with disclosures involving violence, repeated or more serious offences and assess whether they should be cleared. This decision is made with consideration of frequency, immediacy and severity of the offence and the Panel also considers employability.
- Whilst we recognise that schools must be confident that the university has undertaken its responsibilities in respect of DBS clearance, they should bear in mind that the enhanced disclosure certificate is the personal property of the student-teacher.

The University will comply fully with all new systems and requirements as and when they are announced by the Government.

Before using the Update Service, schools or colleges must:

- obtain consent from the applicant to do so;
- confirm the certificate matches the individual's identity; and
- examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information.

Any concerns and queries should be addressed to Sue Strawford, Head of ITE Primary:
s.strawford@newman.ac.uk or Sarah Newland, Assistant Dean ITE:
s.newland@newman.ac.uk.

Initial Teacher Training criteria and supporting advice

Newman University complies with DfE policies and procedures as set out in the latest statutory guidance: *Initial Teacher Training criteria and supporting advice* (updated 28th February 2018) specifically section C1.3 on entrants' suitability to train to teach. This is reproduced here for the Newman partnership:

"Disclosure and Barring Service checks

"Providers should have regard to the [Keeping Children Safe in Education statutory guidance](#) when carrying out their duties to safeguard and promote the welfare of children. They should ensure all trainees have been subject to appropriate pre-selection checks. This will include obtaining and considering [Disclosure and Barring Service \(DBS\)](#) criminal records checks and children's barred list information.

"Providers should confirm in writing to schools 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. Providers are not required to provide any information to schools in addition to this confirmation. Schools may wish to record this confirmation in their single central record, but they are not required to do so.

"Where a school or college allows an individual to start work in regulated activity before the DBS certificate is available, they should ensure the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.

"In the case of salaried routes, the responsibility lies with the employer to ensure that checks have been carried out. The employing school should inform the provider that a satisfactory check has been obtained.

"Providers should establish clear safeguarding procedures and protocols that are agreed by all partners in the partnership. This should include a common understanding across the partnership of convictions, offences, cautions and warnings that would not pose a barrier to joining an ITT programme.

"Schools should ensure that all trainee teachers, at the start of their training in each school, are provided with the following:

- the child protection policy
- the staff behaviour policy (sometimes called a code of conduct)
- information about the role of the designated safeguarding lead
- a copy of Keeping Children Safe in Education

"Providers may wish to recommend to applicants that are checked early in the recruitment cycle that they register with the DBS update service.

"If a provider removes a trainee from a programme because the trainee has harmed or poses a risk of harm to children, or if the provider would have removed the trainee had they not left, the provider should seek guidance from the DBS.

"Any queries about DBS checks should be referred to the DBS at: customerservices@dbb.gov.uk or on 03000 200 190.

“Other background checks

“Candidates who are unsuited to working with children may not have any previous convictions, and providers should be vigilant during the selection process. Providers or employing schools have a duty to ensure that trainees are properly managed and supervised and that, if they have concerns, information is referred to the police and the DBS.

“Candidates who have lived or worked outside the UK must undergo the same checks as all other staff in schools and colleges. In addition, further checks should be carried out so that events that occurred outside the UK can be considered. The Home Office has published guidance on [criminal record checks for overseas applicants](#).

“Providers and employers must check that candidates are not:

- subject to a prohibition order issued by the Secretary of State
- prohibited to teach in another country of the European Economic Area (EEA)

“The lists of prohibited teachers is on the [Teacher Services System](#).

“Childcare disqualification

“ITT providers should have regard to the [Disqualification under the Childcare Act 2006 statutory guidance](#) and related obligations under the Childcare Act 2006 when carrying out their duties to safeguard and promote the welfare of children.

“Where trainees are salaried, it is the responsibility of the school to ensure they comply with the legislation. If a salaried trainee is, or becomes, disqualified from a childcare role, schools should inform the training provider of this. Where trainees are fee-funded, it is the responsibility of the training provider to ensure that the trainee is not disqualified from childcare or that the trainee has obtained a childcare disqualification waiver from Ofsted.

“Further advice on the childcare disqualification arrangements can be obtained from the Department for Education at <mailto:disqualification@education.gov.uk> or on 01325 340 409.

“Further information

- Statutory guidance: [Regulated Activity \(children\) - supervision of activity with children which is regulated activity when unsupervised](#)
- Statutory guidance: [Working together to safeguard children](#)
- Statutory guidance: [Keeping children safe in education”](#)