

Educate Group ITT Safeguarding Policy

Introduction

As part of Safer Recruitment, Educate Group ITT prioritises safeguarding at every stage of the programme. Please see the full Recruitment and Selection policy for further information.

Application forms

All applications will be checked by a SCITT Programme Leader, through the lens of Safer Recruitment, for the following information:

- Declaration of criminal convictions.
- As per [Keeping Children Safe in Education \(2023\)](#), a member of the Senior Leadership team completes an online check of all applicants shortlisted, prior to interview. We only search for information in the public domain. This is stated on our website and is part of both our 'Recruitment and Selection' and 'Safeguarding' policies, available on our website."
- Gaps in career history – these will be discussed at interview.
- Time spent in other countries – additional criminal checks will be requested.
- Name changes - will be checked against all documentary evidence provided at interview.

Selection interviews

- At least two panel members will be present for the interview.
- At least one of the panel members is Safer Recruitment trained.
- A check of ID is carried out, whereby photographic ID is presented (passport or driving licence) and DOB checked, along with both sides of the document to ensure validity.
- Structured questions will be asked to include attitudes towards children, motivation for wanting to become a teacher and safeguarding.
- A check that the applicant has suitable referees for e.g., most recent/current employer, university tutor, leaders of organisations where the candidate has worked with children.
- Interviewees are asked to declare any criminal convictions, cautions or reprimands subject to filtering rules or if they have previously been subject to a disciplinary or misconduct procedure.

Successful candidates

- All successful candidates will receive a conditional offer of a place subject to an Enhanced DBS check of the Child Workforce and check of the Barred list, a check of the Prohibition list, two suitable references and a health and fitness to train to teach check.
- Other conditions for e.g., a Subject Knowledge Enhancement, GCSE equivalencies etc., will be recorded on Manage, the DfE portal.

References

- References are visible once a candidate accepts an offer.
- Once received, checks will be made. References should recommend the candidate as suitable to work with children.

- Any which do not provide all the information we need to confirm a candidate's suitability to work with children and/or do not fully meet our requirements will be asked to provide an additional reference. Referees need to be suitably qualified to comment on a candidate's suitability to train to teach.
- Please refer to the Department for Education guidance on suitable referees and expected content of a reference for applying to teacher training: <https://getintoteaching.education.gov.uk/how-to-apply-for-teacher-training/teacher-training-references>.

DBS

- All accepted applicants are required to undertake an Enhanced Disclosure and Barring Service (DBS) for the child workforce, including a check of the Barred list which includes a childcare disqualification check.
- Educate request that applicants join the Update Service at the time of applying for an Enhanced DBS (if not already on the Update Service for the Child Workforce). Educate undertake a check of the Prohibition list.
- Educate Group ITT will follow the DBS Code of Practice and NASBTT guidance in relation to enhanced DBS checks for applicants to our programme. We will also have due regard to Keeping Children Safe in Education.
- It is unlawful for Educate to recruit anyone who is barred from working with children.

Prior convictions or cautions

- All applicants are asked to declare any safeguarding issues such as a criminal record or professional misconduct on their application and again at interview. In the event that:
 - Relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process, and/or,
 - Where there are any declarations on the application form and/or,
 - A DBS Certificate is returned with details of cautions and convictions after acceptance, and/or
 - The Online Check of the Public Domain returns a safeguarding concern and/or prior caution of conviction
 - The decision to proceed with an application will depend on the nature of conviction and or caution.
- The following will automatically render applicants unable to join our programme include (please note this is not exhaustive and any relevant behaviours are included as per the [Teacher misconduct: the prohibition of teachers](#) guidance.
 - violent crimes such as murder, manslaughter, assault, common assault, actual and grievous bodily harm, sexual crimes, drug related crimes - these represent a potential risk to children
 - financial crimes such as theft, false accounting, money laundering and also crimes relating to fraud and counterfeiting - these represent a potential failure to meet the Teacher Standards relating

to honesty and integrity and the high standards of personal conduct expected of teachers

- Where less serious convictions and cautions than these are identified, and where these occurred a long time ago and represent isolated instances, we will not necessarily judge that applicants should be automatically rejected.
- In these cases, the applicant will be invited to provide contextual details to the Head of ITT who will then consult the Steering Group/school partnership, keeping the name of the applicant confidential, to establish if they would be happy for such an applicant to have a placement in their school during the programme.
- A risk assessment will be undertaken with members of the Senior Leadership Team and Directorate and the decision will be reached jointly, as to whether the candidate is suitable to train to teach and is able to start the course, adhering to the [Teacher misconduct: the prohibition of teachers](#) guidance.
- Appropriate legal advice will be sought if necessary.
- The decision of the Board will be final.

DBS information and placement schools

- It remains an offence under the 1997 Police Act, and a breach of the DBS Code of Practice, for registered bodies such as ITT providers to share copies of DBS certificates, or any information contained in a trainee's disclosure, with third parties such as schools or colleges and it is not good practice for schools or colleges to request such information direct from trainees (NASBTT and UCET DBS Guidance 2019). The information contained within these documents represents personal data and may also include criminal data under data protection law.
- There is no requirement for schools to record DBS details for trainees not on salaried routes in their Single Central Record.
- Once trainees' enhanced DBS and barred list checks have been completed the Administrator will notify placement schools that their trainee(s) are cleared.
- We will recommend that trainees discuss any criminal convictions which appear on their DBS Certificate with the Headteacher of their placement school. This is because it will also appear if they apply for a teaching post in that school and having that discussion will be needed at that point in time.
- This will enable the trainee to deal with the process of self-disclosure more confidently and successfully.
Where a trainee is employed by the school, the school has the duty to confirm, in the Partnership Agreement, that the appropriate checks (as above) have been completed.

2. Preparation for the programme

- Trainees will receive reading lists before commencing the programme which will include recommended reading about safeguarding
- All trainees will receive a copy of Keeping Children Safe in Education and will need to confirm that they have read this at their first Moderation Visit (MV1).
- All trainees will be expected to complete Prevent training, which is checked at MV1

- All trainees will receive copies of their placement school safeguarding policies which is checked at MVI
- Introductory sessions before the school placement begins will include sessions on safeguarding and professionalism

3. During the programme

- Induction for placements will include safeguarding arrangements specific to placement schools – this is included in the induction checklist
- Trainees must know and follow the safeguarding policies and practices of their placement schools at all times and must know the DSL in their placement school
- Trainee CPD sessions in placement schools will include safeguarding
- At least one member of the SLT undertakes Designated Safeguarding Lead training (Level 3) every two years
- Safeguarding features in several of the themes and topics for Conference Days
- Termly safeguarding review including any DfE updates as part of the first training session of the term.
- Once on our programme all trainees are obliged to inform the Head of ITT of any changes to their criminal record. This is included in our Code of Conduct and failure to do so will lead to withdrawal from the programme.
- Any behaviour or actions deemed to be a safeguarding risk will lead to disciplinary and/or disengagement from the programme(see separate policy).
- This may also include notifying third parties such as DBS and the Local Authority Children's Social Care team.

Last updated December 2023

Reviewed annually