

# National Modern Languages SCITT

## The NML SCITT DBS Policy for Schools

**Important:** this document can only be considered valid when viewed on the NML SCITT intranet and NML SCITT website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

<b>Version number:</b>	1.6
<b>Implementation date:</b>	December 2019
<b>Last review:</b>	December 2023
<b>Next review:</b>	December 2024
<b>Name and job title of author:</b>	Katrin Sredzki-Seamer, Director of NML SCITT
<b>Target audience:</b>	Staff / Trainees / Schools
<b>Related documents:</b>	NML SCITT Suitability Declaration Form



SCHOOL CENTRED INITIAL TEACHER TRAINING

## Contents

1. Statement of Intent .....	3
2. How We Will Fulfil Our Obligation .....	4
3. Trainee detail .....	6
4. Publishing this policy.....	6
Appendix One – This is for information only and a template and will not contain any answers given by the Trainee .....	7
Appendix Two – for information only.....	7

**Appendix One and Appendix Two are for your information only.**

**A separate waiver document will be sent to you if necessary.**

## 1. Statement of Intent

The National Modern Languages (NML) SCITT is committed to safeguarding children and young people and to ensuring that we, as an organisation in partnership with our schools, meet our statutory requirements.

As an accredited Initial Teacher Training provider, THE NML SCITT must comply with the '[ITT Criteria and Supporting Advice](#)', Updated 26 October 2023. The advice is published by the Department for Education (DfE).

The following extract from '[ITT Criteria and Supporting Advice](#)', Updated October 2023, outlines the expectations of providers of Initial Teacher Training:

*All accredited ITT providers must:*

*C1.3 ...ensure that all entrants, as part of the accredited ITT provider's selection procedures, have taken part in a rigorous selection process designed to assess their suitability to train to teach.*

### **Disclosure and Barring Service checks**

*Accredited ITT 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 that 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.*

*Accredited ITT providers should confirm in writing to placement 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 accredited ITT provider to be suitable to work with children. Accredited ITT 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.*

*When determining an individual's suitability to train to teach, accredited ITT providers, or employing schools for salaried routes, should check, by asking the trainee or using any other data or information they have access to, that a trainee has not previously been removed from an ITT programme because they have behaved in a way that indicates that they may not be suitable to work with children, or if the previous accredited ITT provider would have removed the trainee had they not left.*

*Accredited ITT providers should establish clear safeguarding procedures and protocols that are agreed by all lead partners and placement schools. This should include a common understanding of convictions, offences, cautions and warnings that would not pose a barrier to joining or continuing an ITT programme.*

*Accredited ITT providers should ensure that all trainee teachers, at the start of training in any school, are provided with:*

- *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](#).*

*Accredited ITT providers may wish to recommend to applicants, particularly those that are checked early in the recruitment cycle, that they register with the DBS update service.*

*If an accredited ITT provider removes a trainee from a programme because the trainee has harmed or poses a risk of harm to children, or if the accredited ITT provider would have removed the trainee had they not left, the accredited ITT provider should seek guidance from DBS and inform DfE by contacting [itt.safeguarding@education.gov.uk](mailto:itt.safeguarding@education.gov.uk)*

### **Other background checks**

*Applicants who are unsuited to working with children may not have any previous convictions, and accredited ITT providers should ensure that all those involved in the selection process are vigilant. Accredited ITT providers and employing schools for salaried routes 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 DBS.*

*Applicants who have lived or worked outside the UK must undergo the same checks as all other trainee teachers. 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](#) and DfE has published [Changes to checks for EU sanctions on EEA teachers and Recruit teachers from overseas](#). Accredited ITT providers and employers must check that applicants are not subject to a prohibition order issued by the Secretary of State.*

### **Childcare disqualification**

*Accredited ITT providers should have regard to the [Disqualification under the Childcare Act 2006 statutory guidance and related obligations under the Childcare Act 2006](#).*

*Where trainees are fee-funded, it is the responsibility of the accredited ITT provider to ensure that the trainee is not disqualified from childcare or that the trainee has obtained a childcare disqualification waiver from Ofsted.*

## **2. How We Will Fulfil Our Obligation**

This document sets out how the NML SCITT and partner schools are able to fulfil their obligations. This process is reviewed annually by the Strategic Board and is outlined below:

1. All applicants have completed a **suitability declaration form** (see Appendix One for a copy of this form)
2. Any declaration made by an applicant has been reviewed by a Suitability Panel (see **Suitability Declaration Assessment Policy**). For some applicants this means they are considered fit to continue and allowed to progress, subject to a matching DBS certificate.
3. All applicants have undergone the following checks prior to enrolment:
  - a) an identity check
  - b) a barred list check
  - c) an enhanced DBS check/certificate
  - d) a prohibition from teaching check

- e) a check against disciplinary sanctions from the General Teaching Council Education
  - f) checks on people who have lived or worked outside the UK using home office guidance on criminal records checks for overseas applicants. For example, a 'Certificate of Good Conduct' would be requested for applicants who have spent three months (cumulatively) or more outside the UK in the previous 10 years
  - g) a check of professional qualifications
  - h) a check to establish the person's right to work in the United Kingdom as per Government guidance at <https://www.gov.uk/check-job-applicant-right-to-work>
  - i) a check to establish the person's right to study in the United Kingdom as per Government guidance at <https://www.gov.uk/check-immigration-status>
  - j) a health check including disability statement
  - k) an online search against the candidate's name to check publicly available content.
4. Once the DBS or 'Certificate of Good Conduct' has been received, the NML SCITT ensured that the contents of a trainee's certificate(s) are consistent with their **suitability declaration**. Any discrepancies identified between the suitability declaration and the DBS check have been investigated by a Suitability Panel.
  5. If further information has been required or if the contents of the DBS or any other check raised some concern, then the applicant has been invited to meet with the Suitability Panel. This panel has assessed the applicant's suitability for the course. The panel has the authority to suspend or terminate the enrolment of any student based on their assessment of their suitability for the teaching profession. Alternatively, after careful consideration, the panel can recommend that the applicant is suitable to begin their training and they will be allowed to continue to enrolment.
  6. Please note, our trainees are only expected to undertake 'regulated activity' with children and young people aged 11 to 18 therefore there is no requirement to carry out a check for '**Disqualification under the Childcare Act**' or '**Disqualification by Association**'. This means that any activity in a Primary or Nursey/Infant School involving children under the age of eight should be treated as 'supervised activity' for our trainees in this setting.
  7. Prior to the commencement of any placement in school, the partner school receives a copy of this policy and a list of trainees (see Appendix Two) with their DBS certificate number confirming that trainees have completed this process successfully.

In exceptional circumstances, where there is a delay in the DBS process, the Headteacher will be asked to agree to trainees starting prior to receipt of their full DBS check. In advance of this, trainees will have been checked and cleared against the children's barred list and the NML SCITT will be working to move trainees through the process described above. If there are any concerns around an applicant's suitability, then trainees will not be allowed to begin placement. However, if following scrutiny of the **suitability form**, there are no concerns, the Headteacher will be asked to agree to the trainee beginning placement. In these instances, the permission for the trainee to begin placement is at the discretion of the Headteacher and NML SCITT will request for the Headteacher to sign a waiver. (see appendix two). The Headteacher must ensure that the trainees are supervised at all times.

**All staff working in or for the NML SCITT have undergone the appropriate checks in line with KCSE legislation and hold a current enhanced DBS.**

### 3. Trainee detail

There is no requirement for the additional scrutiny of a Trainee's DBS certificate by partner schools as the NML SCITT accepts full responsibility for carrying out the statutory checks. (DfE KCSE, 2023, para. 297, 298)

The NML SCITT will seek the permission to share the contents of DBS certificate with a school where this would benefit the trainee and school to understand the context and offer support for a relevant entry on a DBS certificate.

This policy can be held on your Central Record as evidence of our responsibilities as a provider of ITT (DfE KCSE, 2023, para. 273) and read in conjunction with the following statutory guidance:

Department for Education. (2023) [Keeping children safe in education](#).

Department for Education. (2023) [Initial teacher training \(ITT\): criteria and supporting advice](#).

Ministry of Justice. (2023) [DBS filtering guide](#).

Home Office. (2023) [Guidance on the application process for criminal records checks overseas](#).

### 4. Publishing this policy

This policy is available through the NML SCITT website and our NML SCITT Intranet. A copy can also be requested via our NML SCITT office.

The Office of the Independent Adjudicator (OIA) runs an independent scheme to review student complaints. The National Modern Languages (NML) SCITT is a member of this scheme. If a trainee is unhappy with decisions made by the NML SCITT regarding this DBS Policy, they may be able to ask the OIA to review this decision. More information about making a complaint to the OIA, what it can and can't look at and what it can do to put things right if something has gone wrong can be found here:

<https://www.oiahe.org.uk/students>.

## Appendix One - for information only NML SCITT Suitability Declaration Form

The National Modern Languages (NML) SCITT is committed to safeguarding children and young people and ensuring that we, as an organisation in partnership with our schools, meet our statutory requirements.

**It is essential that you answer all questions truthfully and sign the declaration on the last page.**

The information on this form is required so that the NML SCITT can consider your suitability to commence our teacher training course. Any false declaration will be considered by the NML SCITT under its regulatory procedures and may lead to the removal of your eligibility to commence a teacher training course.

Please ensure you answer every question and enter n/a if a question does not apply to you.

Question	Your Answer		
<b>Title</b>			
<b>Forename/s</b>			
<b>Surname</b>			
<b>Previous Surname(s)</b> <i>(Please supply appropriate documentation to verify, for example an original marriage certificate(s), divorce certificate(s) and change of name by Deed Poll.)</i>			
<b>Date of Birth</b>	DD/MM/YYYY		
<b>Gender</b>	<b>Highlight/delete as appropriate or type your answer:</b> Male/Female/Non-binary/Transgender/Inter-sex/Other/ I prefer not to say		
<b>Current Address</b> (Please include the date when you moved to your current address.)	<b>Start Month/Year</b>	<b>Current Address</b>	
<b>Chronological list of previous address(es)</b> including university accommodation starting with the <b>most recent</b> - <b>For the last 5 years:</b> please include all previous addresses you have resided at in addition to your current address listed above. <b>(These dates must be an exact match to your DBS application.)</b> - <b>For the last 10 years:</b> please also list addresses dating back a further 5 years, if you have you lived, studied or worked outside of the UK in the last 10 years.	<b>Start Month/Year</b> <i>Start with most recent please.</i>	<b>End Month/Year</b> <i>Start with most recent please.</i>	<b>Previous/Additional Address(es)</b> <i>Start with most recent please.</i>

<p>A Certificate of Good Conduct from every country you have resided in (Short holidays are of course excluded) will be required. We are aware that some countries do not issue Certificates of Good Conduct, if this is the case please email <a href="mailto:lallsop@nationalmodernlanguages.com">lallsop@nationalmodernlanguages.com</a></p>			
<p><b>Term time address</b> when you are on the NML SCITT Programme (This is the address we will use when you are on the course from the first day of the Familiarisation week in August.)</p>	<p><b>Start Month/Year</b></p>	<p><b>Term Time Address during training</b></p>	
<p>Are you eligible to study in the UK?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	
<p>Please state under what circumstances you believe this to be true, for example <i>'I am British Citizen and hold a British passport' or 'I have been granted Indefinite Leave to remain in the UK'</i></p>	<p><b>Your Answer:</b></p>		
<p>Are you eligible to access Public Funds in the UK?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	
<p>Have you given us access to your UK Home Office portal to share your immigration status indicating your access to public funds/ right to work and study in the UK? <i>If no, please ensure you do so at your earliest opportunity.</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	
<p>If you are not paying your course fees by private finance, have you submitted your application to Student Finance England? <i>If no, please action as soon as possible.</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	
<p><b>If yes</b>, at what stage in the process is your application?</p>	<p><b>Your Answer:</b></p>		
<p>In order to comply with safer recruitment and 'Keeping Children Safe in Education' we will require a <b>full CV from aged 18 to date</b>, including all periods of unemployment. (If this is not on your application form, please supply a separate written record of your work history.)</p>	<p><b>Select as appropriate:</b></p> <p><input type="checkbox"/> My work history is correct on my application form.</p> <p><input type="checkbox"/> I have already supplied a full CV on request.</p> <p><input type="checkbox"/> I am supplying a full CV with this form.</p>		
<p><b>Teacher Reference Number (TRN)</b> from England or other countries (if held)</p>	<p>My TRN is</p>	<p>I do not hold a TRN <input type="checkbox"/></p>	
<p><b>Declarations</b></p>			
<p><i>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that, when applying, for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</i></p>			
<p>Have you <b>EVER</b> been the subject of a bar, partial bar, warning or other action by the Secretary of State or the Disclosure and Barring Service in relation to working with children or misconduct?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	
<p>Have you <b>EVER</b> been the subject of a bar, partial bar, warning, or other action by any authority outside the UK in relation to working with children or misconduct?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	



Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you any spent or unspent convictions from a court outside the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you <b>EVER</b> been subject to any disciplinary sanction by any professional or regulatory body in this country or abroad, or are you currently the subject of investigation by such a body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a current employment disciplinary finding against you and/or are you currently the subject of an employer's disciplinary investigation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any other information the NML SCITT should know about which may have a bearing upon your suitability to enter the teaching profession? <i>(As a teacher you will be responsible for upholding and promoting the standards of the profession. Relevant information would include any involvement in activities which could bring the reputation of the profession into disrepute.)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><b>Account of circumstances:</b> <i>(If you answer yes to any of the following questions, you must give us further including the sanction, the date, the reasons, the full identification of the authority/police force/court concerned.)</i></p>		
<b>Supporting equality and opportunity</b>		
<p><i>Your answers to the following questions are voluntary and will be kept confidential in line with GDPR and will only be used to compile statistics that we can then use to make continuous improvements to our recruitment and selection processes. See the Chorus Education Trust Data Protection Policy <a href="#">online</a>. We ask for your help and cooperation in providing this information to give us a clearer profile of our trainees for equal opportunities and to ensure we continue to comply with 'The Equality Act 2010 and 2001; Special Educational Needs and Disability Act 2001' ensuring there is no discrimination against applicants with disabilities or Special Educational Needs. The National Modern Languages SCITT is committed to supporting all disabled trainees.</i></p>		
<b>Do you consider yourself to have a disability or health condition?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><b>Select as appropriate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> N/A</li> <li><input type="checkbox"/> Blind (or a serious visual impairment which is not corrected by glasses)</li> <li><input type="checkbox"/> Deaf (or a serious hearing impairment)</li> <li><input type="checkbox"/> Learning difficulty (for example, dyslexia, dyspraxia, or ADHD)</li> <li><input type="checkbox"/> Long-standing illness (for example, cancer, HIV, diabetes, chronic heart disease or epilepsy)</li> <li><input type="checkbox"/> Physical disability or mobility issue (for example, impaired use of arms or legs, use of a wheelchair or crutches)</li> <li><input type="checkbox"/> Social or communication impairment (for example Asperger's, or another autistic spectrum disorder)</li> <li><input type="checkbox"/> Prefer not to say</li> <li><input type="checkbox"/> Other (please describe your disability below)</li> </ul>		
<b>Please check your document carefully and sign the declaration below.</b>		

### Declaration

I declare that:

- All the information I have provided on this form is complete and correct to the best of my knowledge and belief.
- If I already hold an Enhanced DBS Certificate and subscribe to the DBS Update Service, I will share the original Enhanced DBS Certificate with the NML SCITT.
- If I do not hold an Enhanced DBS Certificate, I will share the original documentation required with the NML SCITT.
- I agree to inform the NML SCITT, without delay, if any of my personal information /details or answers to questions on this form change.
- I understand that failure to provide correct and complete information could result in a suspension from/or termination of my training with the NML SCITT programme.
- I understand that the NML SCITT can withdraw me from the NML SCITT programme if I have given **false information or have withheld relevant details.**
- I understand my responsibilities in relation to safeguarding children and will notify the NML SCITT immediately should my circumstances change in the future.
- I understand that the NML SCITT may contact me about information supplied in my application and subsequent documentation and seek further information from any relevant authority, police force or court.
- I understand that the NML SCITT will investigate allegations of misconduct against me that could call into question my suitability to enter the teaching profession.
- I understand that if I fail to tell the NML SCITT about changes to information I have supplied, the NML SCITT may consider this to be misconduct.
- I understand that a teacher is expected to demonstrate consistently high standards of personal and professional conduct. Therefore, I have ensured that there is nothing offensive or conflicting with the expectations of Part 2 of the Teachers' Standards on any of my social media platforms.
- I consent that the NML SCITT may share limited information in relation to my Enhanced DBS disclosure with school placement settings.

<b>Signed (e-signature)</b>	
<b>Print your full name</b>	
<b>Date</b>	

Please email the completed form to: [lallsop@nationalmodernlanguages.com](mailto:lallsop@nationalmodernlanguages.com) within 10 days

## Appendix Two – for information only

### Waiver for NML SCITT Trainee

**Trainee Name:**

**Headteacher Name:**

**Placement School Name:**

I confirm that I am willing for the trainee(s) named in the NML SCITT DBS Policy to commence placement on or after the **XX/XX/XXXX**.

I understand that the world-wide DBS is pending and confirm that the trainee (s) will be supervised at all times during the placement, until the NML SCITT has had sight of all the documentation.

I understand that the NML SCITT will inform me as soon as any outstanding documentation has been received and the waiver is no longer required.

NB: please return via email to [lallsop@nationalmodernlanguages.com](mailto:lallsop@nationalmodernlanguages.com)

## Appendix Three – for information only

### Confirmation of Safeguarding checks for schools

I hereby confirm that all appropriate checks have been carried out for the following individual and that these did not disclose any matters of concern.

We have carried out the checks listed below. All checks were satisfactory, and we have judged this person to be suitable to work with children.

Full name of individual	
Role	Trainee Teacher
Start date of training	
End date of training	

Right to work and study documentation seen	
Proof of address	
Enhanced DBS check with children's barred list	
Hard copy seen by agency/organisation	
Is certificate clear?	
Full employment history checked	
Two satisfactory references received	
Medical fitness declared and checked	
Overseas criminal record checks (if applicable)	
Prohibition from Teaching Check	