

National Specialist SCITTs

National Mathematics and Physics SCITT

National Modern Languages SCITT

DBS Policy for Schools

Important: This document can only be considered valid when viewed on the 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.

The accredited provider for both the National Mathematics and Physics SCITT and the National Modern Languages SCITT, is Chorus Education Trust operating as National Specialist SCITTs.

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Appendix One, Two and Three are for your information only.

The Trainee's answers in the ***Suitability Declaration Form*** will not be shared with placement schools.

A separate ***waiver*** document will be sent to the placement school if necessary.

The ***Confirmation of safeguarding checks for schools*** will be sent to placement schools prior to the start of the trainee's placement.

1. Statement of Intent

National Specialist SCITTs, the accredited provider for the National Modern Languages (NML) SCITT and the National Mathematics and Physics (NMAP) SCITT, are 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 SCITT must comply with the '[ITT Criteria and Supporting Advice](#)', Updated 19th March 2025. The advice is published by the Department for Education (DfE).

The following extract from '[ITT Criteria and Supporting Advice](#)', 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 preselection 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.

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

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

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.

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 there is DfE guidance on recruiting individuals who have lived and worked outside the UK in Keeping Children Safe in Education 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 salaried, it is the responsibility of the school to ensure that they comply with the legislation. If a salaried trainee is, or becomes, disqualified from a childcare role, schools should inform the accredited ITT provider of this. 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 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 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 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 declaration 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 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 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 SCITT accepts full responsibility for carrying out the statutory checks. (DfE KCSE, 2025, para. 301, 302)

The 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, 2025, para. 278, 279) and read in conjunction with the following statutory guidance:

Department for Education. (2025) [Keeping children safe in education](#).

Department for Education. (2025) [Initial teacher training \(ITT\): criteria and supporting advice](#).

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

Home Office. (2025) [Guidance on the application process for criminal records checks overseas](#).

4. Publishing this Policy

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

The Office of the Independent Adjudicator (OIA) runs an independent scheme to review student complaints. National Specialist SCITTs, the accredited provider for the National Modern Languages (NML) SCITT and the National Mathematics and Physics (NMAP) SCITT is a member of this scheme. If a trainee teacher is unhappy with decisions made by the SCITT regarding this 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 Suitability Declaration Form

National Specialist SCITTs, the accredited provider for the National Modern Languages (NML) SCITT and the National Mathematics and Physics (NMAP) SCITT and part of Chorus Education Trust, are committed to safeguarding children and young people and ensuring that we, as an organisation in partnership with our schools, meet our statutory requirements. Please read the **SCITT Suitability Assessment Policy** prior to completing the sections 1 and 2.

It is essential that you answer all questions truthfully and sign the declaration, Section 4 on page 4. All information provided must match all other documentation and information provided including your DBS application.

The information on this form is required so that the SCITT can consider your suitability to commence our teacher training course and also do . Any false declaration will be considered by the 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.

Section 1 – Personal Information

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

Term time address when you are on the SCITT Programme <i>(This is the address we will use when you are on the course from the first day of the Familiarisation week in August.)</i>	Start Month/Year	Term Time Address during training	
Are you eligible to study in the UK?	Yes ☐	No ☐	
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> <i>'I have been granted Indefinite Leave to remain in the UK'</i>	Your Answer:		
Are you eligible to access Public Funds in the UK?	Yes ☐	No ☐	
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>	Yes ☐	No ☐	N/A ☐
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>	Yes ☐	Not yet ☐	
If yes , at what stage in the process is your application?	Your Answer:		
In order to comply with safer recruitment and 'Keeping Children Safe in Education' we will require a full CV from aged 18 to date, including all periods of unemployment.	Select as appropriate: ☐ I have already supplied a full chronological record from leaving school to SCITT admin. ☐ I am supplying a full chronological record from leaving school with this form.		
Teacher Reference Number (TRN) from England or other countries <i>(if held)</i>	My TRN is	I do not hold a TRN ☐	
Section 2 – Self-Declaration			
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.			
Have you EVER 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?	Yes ☐	No ☐	
Have you EVER 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?	Yes ☐	No ☐	
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes ☐	No ☐	
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 ☐	No ☐	
Have you any spent or unspent convictions from a court outside the UK?	Yes ☐	No ☐	

Have you EVER 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 ☐	No ☐
Is there a current employment disciplinary finding against you and/or are you currently the subject of an employer's disciplinary investigation?	Yes ☐	No ☐
Is there any other information the 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 ☐	No ☐
Account of circumstances: <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>		
Section 3 - Supporting equality and opportunity		
Your answers to the following questions are voluntary and will be kept confidential in line with GDPR. See the Chorus Education Trust Data Protection Policy online. We ask for your help and cooperation in providing this information to give us a clearer profile of our recruits and trainees as 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. National Specialist SCITTs are committed to ensuring that trainees on our course are fit to practice in teaching and that the appropriate reasonable adjustments are made to enable access to the course for trainees with a disability or need. Please read the SCITT Occupational Health and Reasonable Adjustments Policy prior to completing the table below.		
Do you consider yourself to have a disability or health condition?	Yes ☐	No ☐
Select as appropriate: ☐ N/A ☐ Blind (or a serious visual impairment which is not corrected by glasses) ☐ Deaf (or a serious hearing impairment) ☐ Learning difficulty (for example, dyslexia, dyspraxia, or ADHD) ☐ Long-standing illness (for example, cancer, HIV, diabetes, chronic heart disease or epilepsy) ☐ Physical disability or mobility issue (for example, impaired use of arms or legs, use of a wheelchair or crutches) ☐ Social or communication impairment (for example Asperger's, or another autistic spectrum disorder) ☐ Prefer not to say ☐ Other (please describe your disability below)		
Further information you would like the SCITT to be aware of so we can support you appropriately during your training:		
Please check your document carefully and sign the declaration in Section 4 below.		

Section 4 - 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.
- I have read the **SCITT Suitability Assessment Policy** and **SCITT Occupational Health and Reasonable Adjustments Policy**.
- 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 SCITT.
- If I do not hold an Enhanced DBS Certificate, I will share the original documentation required with the SCITT.
- I agree to inform the 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 SCITT programme.
- I understand that the SCITT can withdraw me from the 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 SCITT immediately should my circumstances change in the future.
- I understand that the 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 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 SCITT about changes to information I have supplied, the SCITT may consider this to be misconduct.
- I understand that a teacher is expected to demonstrate consistently high standards of personal and professional conduct and that these expectations apply to me as a recruit since I have accepted the conditional offer to train to teach with the SCITT.
- 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 understand that it is my choice as to which information I share with the SCITT in section 3.
- I understand that the SCITT can only put in place reasonable adjustments and support based on the information I share.
- I consent that the SCITT may share limited information in relation to my Enhanced DBS disclosure with school placement settings.
- I understand that the information I have shared in section 3 will not be shared with hub lead schools and placements without my consent.

Signed (e-signature)	
Print your full name	
Date	

Please email the completed form to: SCITTadmin@chorustrust.org within 10 days

Appendix two – DBS Waiver for information only

CONDITIONAL AGREEMENT PENDING DBS CLEARANCE

Recruit's Name: [Recruit's Full Name]

Position: Trainee Teacher

DBS Application Reference Number: [DBS application reference number]

1. **Conditional Offer:** The offer for the position of Trainee Teacher with the National Specialist SCITTs is conditional upon the receipt of a satisfactory Enhanced Disclosure and Barring Service (DBS) check.
2. **Acknowledgement of Risk:** The recruit acknowledges that they will be training on a temporary, conditional basis before the full DBS certificate has been received by the provider. The recruit confirms they are not barred from working with children and/or vulnerable adults (as relevant to the role).
3. **Supervision and Monitoring:** The recruit agrees to work under direct and constant supervision. This supervision will remain in place until satisfactory DBS clearance is obtained and verified by National Specialist SCITTs.
4. **Obligation to Disclose Certificate:** The recruit undertakes to provide their original DBS certificate to the National Specialist SCITTs and their placement school within five (5) working days of receiving it.
5. **Unsatisfactory Outcome:** The recruit understands and agrees that if the DBS certificate reveals information that the employer deems unsatisfactory (in line with the organisation's safeguarding and recruitment policies), or if they fail to produce the certificate within the agreed timeframe, their training will be terminated with immediate effect.
6. **Consent:** The recruit consents to National Specialist SCITTs processing the DBS application, reviewing the certificate information, and holding a copy on file for the necessary period to complete the recruitment process.

Applicant Declaration:

I have read and understood the conditions outlined above and agree to them.

Signed: _____

Applicant Name: [Recruit's Full Name]

Date: [Date]

Recruit's Representative Declaration:

Signed: _____

Name: [Recruit's Representative's Full Name]

Position: [Recruit's Representative's Job Title]

Date: [Date]

Placement School Declaration:

Signed: _____

Headteacher Name: [Headteacher Name]

Placement School: [Name of school]

Date: [Date]

Appendix three – Confirmation of safeguarding checks for schools 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	Insert date
Proof of address	
Enhanced DBS	
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)	
Children's Barred List	
Check a Teacher's Record	
Social Media Search	



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