

National Modern Languages SCITT

The NML SCITT DBS Policy for Schools

Important: this document can only be considered valid when viewed on the Trust or School 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.

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1. Statement of Intent

The NML SCITT (TNMLS) 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 22 January 2021. The advice is published by the Department for Education (DfE).

The following extract from *'ITT Criteria and Supporting Advice, Updated April 2019'* <https://www.gov.uk/government/publications/initial-teacher-training-criteria/initial-teacher-training-itt-criteria-and-supporting-advice> outlines the expectations of providers of Initial Teacher Training:

All accredited ITT providers must ensure that:

C1.3 ...all entrants, as part of the 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

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@dbs.gsi.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.

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](#).

Trainees 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](#).

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.

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) 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 six months or more outside the UK in the previous 10 years;
 - f) a check of professional qualifications;
 - g) 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>
 - h) 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>
 - i) a health check including disability statement.
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 Nursery/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 has received 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.

Exceptionally, 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 the NML SCITT hold a current enhanced DBS certificate and do not need to be supervised when in school.

3. Trainee detail

Trainee name:

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.

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.

A trainee is under no obligation to share their certificate with partner schools and any such request could be construed as an 'Enforced Subject Access' request under the *Police Act 1974*.

Should a partner school wish to see the contents of a trainee's DBS certificate then they must pay for and request their own DBS certificate as it is a criminal offence, under Part V of the *Police Act 1974*, to share the contents of a DBS certificate outside of the 'Registered Body' who originally requested the check without written consent from the trainee.

This policy can be held on your Central Record as evidence of our responsibilities as a provider of ITT and read in conjunction with the following statutory guidance:

Statutory guidance on keeping children safe, 2020: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

DFE guidance on the ITT requirements, April 2019: <https://www.gov.uk/government/publications/initial-teacher-training-criteria/initial-teacher-training-itt-criteria-and-supporting-advice>

On the filtering out of 'minor' convictions & cautions, December 2013, updated 28 November 2020: <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Information relating to those who have lived or worked overseas, July 2017, updated 12 February 2021: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Appendix One – This is for information only and a template and will not contain any answers given by the Trainee

Suitability Declaration Form

Course: Secondary Modern Languages

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
Title:	
Forename/s:	
Surname:	
Previous Surname(s): <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>	
Date of Birth:	
Gender:	Delete as appropriate / type your answer: Male/Female,/Non-binary/Transgender/Inter-sex/Other/ I prefer not to say
Domicile <i>'the country that a person treats as their permanent home, or lives in and has a substantial connection with'</i>	
Current Address: <i>(Please indicate how long you have lived at your current address.)</i>	
Previous Address: <i>(If you have lived at your current address for less than five years. Please include all</i>	

<p><i>previous addresses you have resided at along with the start and end date of your stay at each address).</i></p>	
<p>Term time address when you are on the NML 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></p>	
<p>Have you lived or worked outside of the UK for more than six months (cumulative, in total) in the past 10 years? If so, please give details of each period spent abroad.</p> <p>Please list each period abroad separately beginning with the earliest period.</p> <p>Please note, where you have been outside the UK for six months or more (cumulative) in the last ten years, we will ask you to obtain a Certificate of Good Conduct from every country you have visited in the last 10 years. Short holidays are of course excluded.</p> <p>We are aware that some countries do not issue Certificates of Good Conduct, if this is the case please email jgarrow@nationalmodernlanguages.com</p>	<p>Country:</p> <p>Date Arrived in country:</p> <p>Date Left Country:</p>
	<p>Country:</p> <p>Date Arrived in country:</p> <p>Date Left Country:</p>
	<p>Country:</p> <p>Date Arrived in country:</p> <p>Date Left Country:</p>
	<p>Country:</p> <p>Date Arrived in country:</p> <p>Date Left Country:</p>
<p>Are you eligible to work in the UK?</p> <p>Please state under what circumstances you believe this to be true, for example</p>	<p>Please answer Yes or No and add the circumstances.</p>

<p><i>'I am British Citizen and hold a British passport' or 'I have been granted Indefinite Leave in the UK'</i></p>	
<p>Are you eligible to study in the UK?</p>	<p>Please answer Yes or No</p>
<p>Are you eligible to access Public Funds in the UK?</p> <p>Have you given us access to your UK Home Office portal to share your immigration status indicating your access to public funds? If no, please ensure you do so at your earliest opportunity.</p> <p>If you are not paying your course fees by private finance, have you submitted your application to Student Finance England?</p> <p>If yes, at what stage in the process is your application? If no please action as soon as possible</p> <p>Have you given us permission to discuss your application with Student Finance England?</p> <p>Have you received notification your application has been successful?</p>	<p>Please answer Yes or No</p> <p>Please answer Yes or No, if no please action as soon as possible</p> <p>Please answer Yes or No</p> <p>If yes, please give details:</p> <p>Please answer Yes or No</p> <p>Please answer Yes or No</p>
<p>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.</p> <p><i>(If this is not on your application form, please supply a separate written record of your work history.)</i></p>	<p>Delete as appropriate:</p> <ul style="list-style-type: none"> • My work history is up to date on my application form • I have already supplied a full CV on request • I am supplying a full CV with this form
<p>UK National Insurance number:</p> <p><i>(If you are not a UK national you will need to apply for this when you arrive in the UK.)</i></p>	<p>Please delete as applicable:</p> <ul style="list-style-type: none"> • My UK national number is: • I will apply for a UK National Insurance number as soon as I arrive in the UK and email this to jgarrow@nationalmodernlanguages.com

Teacher Reference Number (TRN) from England (if held):	<p>Please delete as applicable:</p> <ul style="list-style-type: none"> • My TRN is • I do not hold a TRN
Teacher Reference Number (TRN) from outside England (if held):	<p>Please delete as applicable:</p> <ul style="list-style-type: none"> • My TRN from (insert country) is • I do not hold a TRN

PLEASE ANSWER ALL THE FOLLOWING QUESTIONS. PLEASE TICK EITHER THE YES OR NO BOX.

1. 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

2. 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

3. A) Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

YES NO

B) 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

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.

Your Suitability Declaration will be matched against your Disclosure and Barring Service check and any mismatch will be referred to a NML SCITT Suitability Panel.

4. If you have lived outside of the UK for more than six months in the past 10 years, we will need to carry out further checks on your suitability to teach. Have you any spent or unspent convictions from a court outside the UK?

YES NO

Please note that we will ask you to obtain a 'Certificate of Good Conduct' from the country (countries) where you lived/worked during that time. These often take time to complete so please investigate how to obtain the relevant certificates here: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

5. 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

6. Is there a current employment disciplinary finding against you and/or are you currently the subject of an employer's disciplinary investigation?

YES NO

7. Is there any other information the NML SCITT should know about which may have a bearing upon your suitability to enter the teaching profession? (**Note:** 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.)

YES NO

FOR EVERY QUESTION YOU ANSWERED WITH "YES", YOU MUST COMPLETE THE BOX BELOW WITH A DETAILED, LEGIBLE ACCOUNT OF THE CIRCUMSTANCES INCLUDING THE SANCTION, DATE, REASON AND FULL IDENTIFICATION OF THE AUTHORITY, POLICE FORCE OR COURT CONCERNED. FAILURE TO COMPLETE THIS WITH FULL DETAILS WILL DELAY THE START OF YOUR TRAINING.

All of the information provided below is 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 NML SCITT Privacy Policy online on our NML Intranet. We ask for your help 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.

Do you consider yourself to be disabled? Please enter X in the appropriate box.

YES **NO**

If Yes: -

What adjustments do you consider may be necessary during your training to take account of your disability? Please specify, e.g. professional aids, adaptations or equipment.

I would describe my Ethnic Origin as:

Choose one category then enter X in the appropriate box to indicate your cultural background.

Asian or Asian British

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background (Please specify)	<input type="checkbox"/>

Black or Black African

Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other African background (Please specify)	<input type="checkbox"/>

Mixed

White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other Mixed background (Please specify)	<input type="checkbox"/>

Chinese or Other Ethnic Groups

Chinese	<input type="checkbox"/>
Any other Chinese background (Please specify)	<input type="checkbox"/>

White

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Any other White Background (Please specify)	<input type="checkbox"/>

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 consent that the NML SCITT may share limited information in relation to my Enhanced DBS disclosure with school placement settings.

Signed (electronic signature):

Print your full name:

Date:

Please email the completed form to: jgarrow@nationalmodernlanguages.com within 10 days

Appendix Two

Waiver for NML SCITT Trainee – undertaking placement at your school during the academic year 2021-2022

Trainee Name:

Headteacher Name:

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 1st September 2021.

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 jgarrow@nationalmodernlanguages.com