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Dear Colleague

### **Safeguarding Children**

#### **Important information regarding DBS checks on trainee teachers**

I would like to take the opportunity to thank you for your support in working in partnership with The University of Manchester. I know you are all as anxious as are we to ensure that we are all meeting all safeguarding requirements to protect the interests of the children and young people with whom we work. As such, I am writing to outline the procedures that are undertaken to ensure that all due processes for clearance of trainees placed in schools have been followed, particularly as trainees are commencing their placements at an earlier time in the year.

As the accredited provider of Initial Teacher Education and Training (ITET), the responsibility for ensuring that trainee teachers on an ITET programme - including those on the School Direct training route - are subject to DBS and Safeguarding checks lies with The University of Manchester. As the provider, we must act in accordance with the Secretary of State's requirements for ITET, which includes responsibilities for safeguarding.

The responsibility for those undertaking a School Direct Salaried route lies with the school as the employer of the trainee. The school must act in accordance with the Secretary of State's requirements for ITET, which includes responsibilities for safeguarding. It is the responsibility of the school to inform The University of Manchester ([ITET.compliance@manchester.ac.uk](mailto:ITET.compliance@manchester.ac.uk)) that all relevant checks have been undertaken before the start of the course.

All trainees are offered places on their programmes of ITET at The University of Manchester subject to meeting all compliance criteria. These include:

- references being supplied under the UCAS, GTTR or University of Manchester admissions requirements. These will not always be from a previous employer as our entrants may have just completed other full-time education;
- all trainees are required to complete an Occupational Health questionnaire, for consideration by The University of Manchester's Occupational Health Service. All trainees must be judged medically Fit to Train;
- full photographic ID check at interview (in the absence of photographic ID, other proof of identity is required);
- all entrants to courses leading to QTS have been subject to an Enhanced Disclosure & Barring Service (DBS) check – including a Children's Barred List check and/or any other appropriate background check. No person barred from working with children or vulnerable groups is permitted to study on ITT programmes, and all trainees undergo a prohibition check prior to registration;
- all entrants are required to commit to informing the University if their circumstances change during the programme;
- original certificates of previous qualifications are checked;
- any overseas students not from the EU have had their immigration status checked and comply with United Kingdom Visa and Immigration (UKVI) requirements. In addition, such students have overseas police checks and are subject to meeting fitness requirements.

Should any information be disclosed on a DBS Certificate, the trainee is only admitted to the programme following a review by the Suitability Committee (which includes both University and school-based staff). As such, any trainee enrolled on an ITET programme has satisfied our robust and rigorous DBS clearance processes and has been found to be suitable to undertake a course of ITET leading to the recommendation of the award of Qualified Teacher Status (QTS).

The University of Manchester will endeavour to inform schools in writing of any trainee teachers placed in their schools that have not received a completed enhanced DBS check prior to the commencement of their placement, but have been checked against the Children's Barred List. For such trainees, admission to your school/college is at the discretion of the Headteacher. In such instances, it would be advisable that school staff exercise caution by ensuring that trainees are always supervised. For further information, please navigate to relevant NCTL guidance: <https://www.gov.uk/government/publications/keeping-children-safe-in-education>. Similarly, should School Direct trainees be invited to schools prior to the commencement of the programme, discretion lies with the Headteacher. The University of Manchester will inform schools when enhanced DBS checks of such trainee teachers are received.

Statutory guidance in Keeping Children Safe in Education (page 45) states that where trainee teachers are fee-funded - as opposed to being salaried trainees - it is the responsibility of the ITET provider to carry out all necessary checks, and for schools to be given written confirmation from the training provider that these checks have been carried out and that the provider has judged the trainee to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record. To comply with this during placements, each trainee will present the school with a letter, which confirms that the trainee has successfully met all of the safeguarding compliance criteria. Schools may request a copy of The University of Manchester's ITET Safeguarding Handbook. A copy is also available by email on request.

I hope that this letter provides clarity with regard to our processes and that the placement is highly successful for the pupils, staff and trainees in your school.

I look forward to working in continued partnership with you.

Yours faithfully



Dr Lisa Murtagh  
Head of Initial Teacher Education and Training