

11 September 2017

Dear Headteacher,

DBS Certification and Child Protection procedures for Trainee Teachers on Placement with Manchester Metropolitan University (MMU)

I am writing to confirm the position of the Faculty of Education with regard to the DBS certification and new Child Protection Regulations for trainees on ITT programmes including School Direct non-salaried trainees.

MMU remains responsible for University core trainees and non-salaried School Direct trainees whilst on placement in schools, colleges or other educational settings. MMU remains the 'employer' (or in DBS terms the *personnel provider*) with responsibility for the management of the DBS process. For trainees on the Salaried School Direct route the responsibility lies with the employer, i.e. the school or college.

Disclosure and Barring Service checks

The University has a formal DBS checking procedure in place which includes obtaining a DBS Enhanced Disclosure with Child Barred List (List 99) check. This includes all identity checks in line with the DBS Code of Practice.

This letter serves to confirm that a core and 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 to be suitable to work with children. 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 MMU that a satisfactory check has been obtained

Where trainees have a history of residence overseas, they are required, where possible, to obtain a certificate of no criminal convictions from the relevant overseas authorities. This, in combination with our Admissions process and occupational health screening, ensures the University complies with all requirements of the Department for Education's *Keeping Children Safe in Education 2015* guidance. See:

[Keeping children safe in education - Publications - GOV.UK](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Last updated: 05 September 2016

We have sought advice from The National Association of School-Based Teacher Trainers and the Universities Council for the Education of Teacher (UCET) and can confirm the following in line with the National College for Teaching and Leadership guidance June 2015.

1. Placement requests to see the full Enhanced Disclosure.

Any DBS Enhanced Disclosure which has *anything* recorded is scrutinised by a panel comprising of senior staff of the Faculty of Education and members of the teaching profession including Head Teachers. This panel has the authority to suspend or terminate the registration of any student who would be barred from professional practice under DBS guidelines. There should be no additional scrutiny of the DBS certificates by placement hosts as this would undermine the systems already put in place by the University.

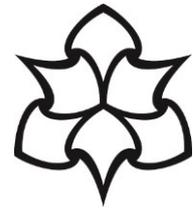
The trainee is not obliged to show or make a copy of their DBS certificate as this would compromise the confidentiality of the system. As you may be aware, all trainees are issued with an ID card containing a photograph and this may assist you with internal verification procedures.

2. Childcare Disqualification

The Department for Education has published statutory guidance on the application to schools of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006. MMU has due regard to this statutory guidance when carrying out its duties to safeguard and promote the welfare of children.

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

3. Prohibition Order Check

In line with the National College for Teaching and Leadership guidance June 2015, MMU checks that candidates are not subject to a prohibition order issued by the Secretary of State and that the Prohibited Teachers list has been checked for each trainee. For your records, this letter serves as confirmation that these checks have been completed as required.

In addition to the above, the Faculty of Education has undertaken to carry out additional checks to ensure that all trainees are fully compliant with the DBS and National College for Teaching and Leadership policies. Any trainee who has a break in their registration of a term or longer will be required to complete a new DBS Enhanced Disclosure certificate; a Childcare Disqualification declaration and be checked against the Prohibited Teachers list before they are able to re-register.

We place a high value on our partnership with schools and colleges and we hope that this clarification of the situation will provide confidence in the systems that have been developed to facilitate successful teaching placements.

Yours sincerely

A handwritten signature in black ink, appearing to read 'V. Butcher'.

Dr Valerie Butcher
Head of Department for Secondary Teacher Education
Associate Dean Partnership & Communications
Faculty of Education

Sources of information: we draw your attention to the following related documents mentioned in the above letter:

1. National College for Teaching and Leadership:
[Initial teacher training \(ITT\) criteria: supporting advice - Gov.uk](https://www.gov.uk/initial-teacher-training-criteria-supporting-advice)
<https://www.gov.uk/initial-teacher-training-criteria-supporting-advice>

Advice on standards and regulations for initial teacher training providers. . Last updated: 22 June 2015.

2. Ofsted: 28 August 2015- Guidance [Common inspection framework: education, skills and early years from September 2015](#). *How Ofsted inspects maintained schools and academies, non-association independent schools, further education and skills provision and early years.*

The framework is accompanied by guidance for inspecting safeguarding in early years, education and skills...:

- [inspecting safeguarding in early years, education and skills](#)
- [early years](#)
- [maintained schools and academies](#)
- [non-association independent schools](#)
- [further education and skills](#)

3. Disqualification by Association Guidance from February 2015

On 26th February 2015, the government issued new guidance which replaces the October 2014 document and clarifies the position with regard to schools called [Disqualification under the Childcare Act 2006](#). **Download the latest guidance**

www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006