

**University of Worcester Protocol for vetting non-salaried ITE Teacher Trainees
(updated October 2022)**

To commence an Initial Teacher Training and Education (ITTE) course at the University of Worcester, it is a requirement that all trainee teachers meet the conditions of the following checks: enhanced DBS (Disclosure and Barring Service), Prohibition Order check and Overseas Police Check (OPC) if applicable.

Unsalariated ITTE provision: Primary under-graduate, Primary and Secondary PGCE (including School Direct Tuition fee) and PGCE Further Education.

1. A University of Worcester interview checklist form is sent with the offer of interview letter asking applicants to disclose any convictions/cautions/warnings or bind-overs. Applicants return this form to the admissions team in Registry before they attend the interview. If the applicant answers positively to any of the questions the Admissions Office sends out a Declaration of Offences form inviting the applicant to put the issue into context. The form is then returned to the Assistant Registrar (Recruitment and Admissions).
2. At the point that Registry know of any convictions/cautions/warnings etc., the Assistant Registrar (Recruitment and Admissions), in consultation with the Academic Registrar, will decide as to whether the person is suitable to become a trainee teacher.
3. During the introductory talks for each respective course, attended by all interviewees on the day of their interview, the importance of safeguarding checks is raised.
4. After an offer has been made, and subsequent acceptance by the applicant, applicants will be contacted by our online provider with instructions on how to apply for an Enhanced DBS check. The Barred List checks are undertaken as part of the DBS process. The University also carries out checks against the Prohibition List on all those applicants that accept a place.
5. The applicant completes the online DBS application, following the instructions provided. Verification of documents is undertaken via secure mail. If an applicant is signed up to the DBS Update Service, and has a certificate obtained through another organisation, this will be accepted by the University provided it is the correct workforce and level of check e.g., 'enhanced' and not 'volunteer'.
6. Checks enable:
 - photo ID documents to be viewed either in person or by video link for online interviews.
 - scanned images to be used in advance of the DBS check being submitted.

Please note, the applicant will be expected to present the original versions of these documents when they first attend campus.

7. If the online DBS system indicates that there are convictions/cautions/warnings etc which have not been indicated by the applicant at the start of the process, the Admissions Office will ask to see the certificate and will send the standard form, (as detailed in point 1 above) to the applicant to ascertain the context of the conviction/caution/warning etc. Once the form is returned, point 2 is followed.
8. Investigations are undertaken by the Assistant Registrar (Recruitment and Admissions) for all applicants if they have anything indicated on their DBS return and/or prohibitions check.

9. All offers are made unconditional, where academic conditions are met. The University of Worcester reserves the right to withdraw any offer made if the DBS enhanced check or the health check is unsatisfactory. Section 15 & 16 of the University of Worcester [Admissions Policy](#) gives further guidance on DBS checks, Occupational Health checks and criminal convictions. Information about individuals will not be disclosed to schools as this is unlawful and against the data protection act.
10. In addition, where an applicant has declared that they have been resident abroad during the last five years prior to starting an ITTE course at the University, the University will request that the applicant seeks an Overseas Police Check (OPC) and obtain, where possible, a Certificate of Good Conduct (see [Home Office](#) guidance for further information).
11. Those applicants considered by the Assistant Registrar (Recruitment and Admissions) suitable to undertake the course will be issued with a Safeguarding Status Confirmation Letter which confirms that the University of Worcester has undertaken the above checks.
12. Anyone who is accepted late (end of August/September) on to a course or has only just moved to the UK may not have their DBS issued to them by the time they begin the course or by the time they begin their first placement. In these cases, all applicants will be checked against the Barred List. Schools are made aware, by the Course Leader/Partnership Lead, of the trainees that this applies to having been alerted by the Admissions office. It is the placement school's decision if these trainees are accepted on placement if fully supervised.
13. When visiting the placement school for the first-time trainees will need to produce photo ID and present the University Safeguarding Status Confirmation Letter. This letter confirms that the trainee has undergone the safeguarding checks and that the University is satisfied with the results of these checks. Schools and colleges are legally entitled to and can insist on seeing a student's DBS certificate if they wish to do so. In most cases this will mean that the individual will need to be prepared to present their certificate on request. If an individual is unwilling to do so, the school or college is legally permitted to turn them away (without further reason).
14. This enhanced DBS covers trainees throughout the duration of their course even if the duration of their course extends beyond three years (undergraduate route). If a trainee gives cause for concern or their situation changes then a repeat disclosure will be required and the above protocol is resumed from paragraph 5.
15. If a trainee gives cause for concern to either the placement school or the University, this may be communicated to the DBS and police through the University's Registry department. Admissions will also check to ensure that trainees are not subject to a prohibition order issued by the Secretary of State and/or are not prohibited to teach in another country of the European Economic Area (EEA). The lists of prohibited teachers can be found via the Teacher Services System.
16. All ITTE trainees are required to sign the School of Education (SoE) [course] Professional Code of Conduct contract at the beginning of the course. This contract reinforces that trainees must report any cautions, warnings or convictions that occur during the duration of their course. This will result in a fitness to practice hearing. Failure to declare this could result in dismissal from the course.
17. For visiting university tutors' schools and colleges should apply the guidance set out at paragraph 302 of [KCSIE 2022](#) which states: "For visitors who are there in a professional capacity schools and colleges should check ID and be assured that the visitor has had the

appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks. Schools and colleges should not ask to see the certificate in these circumstances)." The fact that they are accompanied or 'supervised' is not relevant to these checks. But that does not mean that they should not also be supervised, as paragraph 301 ([KCSIE 2022](#)) states "Headteachers and principals should use their professional judgement about the need to escort or supervise such visitors."

18. Information about the retention of documents including copies of DBS certificates can be found at paragraphs 276-278 ([KCSIE 2022](#)).

The information held within this protocol is to be used alongside the items contained within the Annexes and should be read in conjunction with the publication ['Initial Teacher Training \(ITT\) Criteria and Supporting Advice'](#)

For further information on DBS procedures please see the Home Office website www.homeoffice.gov.uk/dbs