



Safeguarding Policy

Originator J Bostock
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Ripley ITT SCITT
Ripley St Thomas CE Academy
Ashton Road
Lancaster
LA1 4RS

t. 01524 64496

e. ITT@ripley.lancs.sch.uk

Website: www.ripleyITT.co.uk

Safeguarding Policy

1. Recruitment and Selection

Ripley ITT SCITT & School Direct operates a safe recruitment policy as follows:

Application forms:

All application forms will be checked by the SCITT Programme Leader (and School Direct Programme Leader where applicable) who is trained in Safe Recruitment, for the following information:

- Declaration of criminal convictions
- Gaps in career history – these will be discussed at interview
- Time spent in other countries – additional criminal checks will be requested
- Name changes - will be checked against all documentary evidence provided at interview
- Suitable referees – most recent/current employer, university tutor, leaders of organisations where the candidate has worked with children, professional email addresses provided for referees
- References recommend the candidate as suitable to work with children

Selection Interviews:

- The interview process will involve teaching a group of pupils (under the supervision of SCITT/School Direct personnel) and behaviour towards the pupils will be closely observed. Pupil feedback is also an important aspect of the selection process
- At least two panel members will be present for the interview
- Structured questions will be asked based on previously agreed criteria and these will include attitudes towards children, motivation for wanting to become a teacher and safeguarding

Successful candidates:

- All successful candidates will receive a **conditional offer** of a place with **enhanced DBS and barred list check** as one of these conditions
- Checks will be made on **references**. Any which do not provide all the information we need to confirm a candidate's suitability to work with children will be contacted to provide those details and additional references may be requested if those on the application form do not fully meet our requirements. Referees must be current/recent employers or university tutors if the candidate has not been employed previously. People who can comment on any work the candidate has done with children would also be valid as a second referee. All referees should provide their organisational email addresses rather than personal ones.

DBS

Ripley ITT SCITT & School Direct will follow the **DBS Code of Practice** and **NASBTT/UCET guidance** in relation to enhanced DBS checks for applicants to our programme. We will also have due regard to Keeping Children Safe in Education (as amended).

Convictions and cautions which will automatically render applicants unable to join our programme include:

- violent crimes such as murder, manslaughter, assault, common assault, actual and grievous bodily harm, sexual crimes, drug related crimes - these represent a potential risk to children
- financial crimes such as theft, false accounting, money laundering and also crimes relating to fraud and counterfeiting - these represent a potential failure to meet the Teacher Standards relating to honesty and integrity and the high standards of personal conduct expected of teachers

Where less serious convictions and cautions than these are identified, and where these occurred a long time ago and represent isolated instances, we will not necessarily judge that applicants should be automatically rejected. In these cases the applicant will be invited to provide contextual details to the SCITT Director/School Direct Programme Leader who will then consult the Executive Steering Group/school direct partnership, keeping the name of the applicant confidential, to establish if they would be happy for such an applicant to have a placement in their school during the programme. In addition, the applicant would then be counselled by the SCITT Director/School Direct Programme Leader as to how to approach their DBS when applying for teaching posts and any limitations which they might face (eg. driving a school minibus if they have any driving offences).

Primary trainees may spend some time in reception classes during their school placement. Therefore, they will be asked to confirm that they are not disqualified from childcare.

Once on our programme all trainees are obliged to inform the SCITT Director/School Direct Programme Leader of any changes to their criminal record. This is included in our Code of Conduct and failure to do so will lead to withdrawal from the programme.

DBS information and placement schools

It remains an offence under the 1997 Police Act, and a breach of the DBS Code of Practice, for registered bodies such as ITT providers to share copies of DBS certificates, or any information contained in a trainee's disclosure, with third parties such as schools or colleges and it is not good practice for schools or colleges to request such information direct from trainees (NASBTT and UCET DBS Guidance 2019). The information contained within these documents are personal data and may also include criminal data under data protection law. There is no requirement for schools to record DBS details for trainees not on salaried routes in their Single Central Record.

Once trainees' enhanced DBS and barred list checks have been completed the SCITT Administrator will notify placement schools that their trainee(s) are cleared.

We will recommend that trainees discuss any criminal convictions which appear on their DBS Certificate with the Headteacher of their placement school. This is because it will also appear

if they apply for a teaching post in that school and having that discussion will be needed at that point in time. This will enable the trainee to deal with the process of self-disclosure more confidently and successfully.

2. Preparation for the programme:

- Trainees will receive reading lists before commencing the programme which will include **recommended reading** about safeguarding
- All trainees will receive a copy of **Keeping Children Safe in Education (as amended)** and will need to sign to confirm that they have received these
- All trainees will receive copies of their placement school safeguarding policies
- Introductory sessions before the school placement begins will include sessions on safeguarding and professionalism
- All trainees will sign the Ripley ITT SCITT & School Direct **ITT Code of Conduct** which includes references to safeguarding

3. During the programme:

- Induction for placements will include safeguarding arrangements specific to placement schools – this is included in the induction checklist in the Programme Handbook and will be checked during inspections of trainee files
- Trainees must know and follow the safeguarding policies and practices of their placement schools at all times and must know the DSL in their placement school
- Trainee cpd sessions in placement schools will include safeguarding
- Safeguarding features in several of the themes and topics for conference days
- Trainees are required to inform Ripley ITT SCITT and School Direct of any changes to their criminal record which occur while on the programme
- Any behaviour or actions deemed to be a safeguarding risk will lead to disciplinary and/or At Risk procedures in line with the Ripley ITT SCITT and School Direct Disciplinary/Fitness to Practise and At Risk policies