

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.

Unsalaried ITTE provision: Primary under-graduate, Primary and Secondary PGCE (including Regional Training Hub trainees) and PGCE Further Education.

- A University of Worcester student suitability declaration form is sent to interview candidates
 asking them to disclose any convictions, cautions, reprimands, warnings or bind-overs.
 Applicants return this form to Admissions. If the applicant answers positively to any of the
 questions Admissions sends out a Declaration of Offences form inviting the applicant to put
 the issue into context. The form is then returned to the Head of Admissions.
- Admissions will share the Declaration of Offences form with the Head of Department in the Institute of Education. The Head of Department and Head of Admissions will together decide, in consultation with the Academic Registrar and Head of Institute if required, 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. At interview it is checked that a trainee has not previously been removed from an ITT programme because they have behaved in a way that indicates that they may not be suitable to work with children, or if the previous accredited ITT provider would have removed the
- 5. Frainee had they not left.

and risk assessed for entry. If it does not match or there is new information, Admissions will send the Declaration of Offences form, (as detailed in point 1 above) to the applicant to ascertain the context of content disclosed on the DBS certificate. Once the form is returned, point 2 is followed.

- 8. 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. The University of Worcester <u>Admissions Policy</u> gives further guidance on DBS checks, Occupational Health checks and criminal convictions
- 9. 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).
- 10. Students are issued with a Confirmation Letter via their SOLE page who have passed the Safeguarding Status Confirmation Letter which confirms that the University of Worcester has undertaken the above checks and that the student is suitable to undertake the course.
- 11. 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 decision if these trainees are accepted on placement if fully supervised.
- 12. 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 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).
- 13. 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.
- 14. If a trainee gives cause for concern to either the placement school or the University, this may