



3 September 2019

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

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

Manchester Met remains responsible for University core trainees and non-salaried School Direct trainees whilst on placement in schools, colleges or other educational settings. Manchester Met remains the 'employer' (or in DBS terms the *personnel provider*) with responsibility for the management of the DBS process. Therefore, schools or colleges are not required to hold trainees details on their single central record. 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 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 Manchester Met that a satisfactory check has been obtained.

Where trainees has lived or worked overseas in the last five years, they are required, where possible, to obtain a certificate of no criminal convictions from the relevant overseas authorities, i.e. Police report, or confirmation of conduct letter. This, in combination with our Admissions process, right to study checks and occupational health screening, ensures the University complies with all requirements of the Department for Education's *Keeping Children Safe in Education* guidance.

Placement requests to see the full Enhanced Disclosure.

Any DBS Enhanced Disclosure which has *anything* recorded is scrutinised by senior academic staff of the Faculty of Education and, when necessary, members of the teaching profession. The Senior Academic 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 a university ID card containing a photograph and this may assist you with internal verification procedures.

Right to Study

As a part of the Admissions process each "Home" applicant's fee status and Right to Study is checked, based on the information and documentation from their UTT application. If all the information provided concludes they are a UK Citizen, educated in the UK and born in the UK then no further investigations are completed. If a discrepancy is found, a passport identification is required. International applicants who require a visa to study in the UK, and who have an unconditional firm offer of a place on the ITE provision, will be issued with a Confirmation of Acceptance for Studies (CAS) and will then proceed to complete their visa application via the Home Office in order to be able to enter the country as a student.

Birley Campus
Brooks Building
53 Bonsall Street
Manchester
M15 6GX
United Kingdom

Telephone
0161-247- 2442



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. Manchester Met has due regard to this statutory guidance when carrying out its duties to safeguard and promote the welfare of children.

Where trainees are salaried, it is the responsibility of the school to ensure they comply with the legislation. If a salaried trainee is or becomes disqualified from a childcare role, schools should inform Manchester Met of this. Where trainees are fee-funded, it is the responsibility of Manchester Met to ensure that the trainee is not disqualified from childcare or that the trainee has obtained a childcare disqualification waiver from Ofsted.

Prohibition Order Check

In line with the Teacher Regulation Agency guidance, Manchester Met checks that candidates are not subject to a prohibition order issued by the Secretary of State. 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 Department of Education 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.

Kind Regards

Faculty of Education
School of Teacher Education and Professional Development

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

1. Disqualification by Association Guidance from August 2018

The government have issued new guidance, which clarifies the position with regard to schools under the [Disqualification under the Childcare Act 2006](#).

2. Keeping Children Safe - September 2019

[Keeping children safe in education - Publications - GOV.UK](#)