

Keeping Children Safe

Ensuring applicants are suitable to work with children

WHO DO WE CHECK?

It is the responsibility of Teach SouthEast to ensure all entrants to the Initial Teacher training programme have been thoroughly checked and deemed suitable to work with children. Where the trainees are on the fee paying programmes (School Direct and Core SCITT) the responsibility for carrying out the checks lies with Teach SouthEast. Where the trainees are on the employed programme (School Direct Salaried) the responsibility for carrying out the checks lies with the employing school.

DBS

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Teach SouthEast complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

Storage and access

No copies or print outs of the detailed certificate are kept by Teach SouthEast, instead, an overview of the certificate is printed out and kept on the trainee's file.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.



Recording the result

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we will keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken. We will record the result on our database and single central register.

Carrying out the check

The check is carried out no earlier than 3 months before the commencement of the course. Address documents can be dated no earlier than 3 months before the check. We start requesting address documents on 1st March and tell applicants to register on line for a DBS check by providing a link to the DBS website and detailed instructions. We start the process of document validation on 1st June each year. We encourage all applicants to sign up to the update service to reduce the need for further identity checks when changing jobs.

What we do as part of the ID checking process

- we only accept valid, current and original documentation
- we do not accept photocopies
- we do not accept documentation printed from the internet e.g. internet bank statements
- we, in the first instance, seek documents with photographic identity (e.g. passport, new style driving licence, etc.) and compare this against the applicant's likeness
- all documents must be in the applicant's current name
- one document must confirm the applicant's date of birth
- we must see at least one document to confirm the applicant's current address
- we cross-match the applicant's address with other information we have been provided with as part of the recruitment, such as their UCAS form.
- a document from each of the groups should be included only once in the document count e.g. we cannot accept two bank statements as two of the required documents, if they are from the same bank
- we do not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.

PROHIBITION ORDER CHECK

Teach SouthEast will make a check of the entire NCTL Prohibited from Teaching list to ensure no applicant is prohibited and make a note on the Single Central Register.



CHILDCARE DISQUALIFICATION

Applicants will complete and sign a form declaring they have not been disqualified from working with children.

APPLICANTS WHO HAVE LIVED OVERSEAS IN THE LAST 10 YEARS

All applicants will have their residency checked and if found to have lived overseas at any time during the last 10 years we will request they obtain an overseas criminal record check from the Embassy of the country where they were resident.

FITNESS TO TEACH

The applicant is instructed to log onto the online medical questionnaire (currently with Fusion) and to give details about their medical history. The company (Fusion) will notify us of the result either Fit or referred.

SHARING RESULTS

For all the fee paying trainees (School Direct and Core SCITT) Teach SouthEast will inform the trainee's placement school, in writing, that we have successfully carried out the following checks.

- Enhanced DBS with barred list check
- Prohibition Order Check
- Childcare Disqualification (disqualification by association)
- Overseas criminal record check if the applicant has lived outside of the UK in the last 10 years.
- Fitness to Teach result
- We will not give any further details as to do so would contravene the Data Protection Act

For School Direct Salaried trainees, the employing school will inform Teach SouthEast, in writing, that they have successfully carried out the above checks.

