

Reference:**LADO/Safeguarding Team
County Hall
New Road
Oxford
OX1 1ND****Director name** Jim Leivers
Directorate Children, Education
& Families**Date:** April 2014

Dear Head Teacher,

Re: DBS Checks and Trainee Teachers

The following is guidance for Schools in relation DBS checks on Trainee Teachers currently registered at either Oxford University or Oxford Brookes University:

- Before placements in schools begin, schools will receive information from the ITT provider stating the names of the trainees to be placed with them and the date and number of the DBS check.
- For those trainees whose DBS check has not been returned before the start of the placement, the trainee will be checked against the barred list and the school will be informed as soon as the DBS is returned.
- A partnership panel, (including representatives of the provider, head teachers and the local authority) will meet to scrutinise anonymous DBS certificates, (where there are disclosures) and make a collective decision about how to proceed.
- Schools should not ask to see the individual DBS certificate of a trainee teacher.
- At the start of the placement, schools should ask the trainee for photographic ID.
- Trainee teachers should be included on the Single Central Record (SCR) held in School.
- Tutors employed by the ITT provider who visit trainees in school should not be asked to show their DBS but should provide proof of their identity upon arrival at the school.
- Individuals who wish to undertake a placement in school prior to application for an ITT course will need to obtain a DBS if the placement is for more than 3 days.
- If the placement occurs at the start of the ITT course, in a partnership school, the school will be given the trainee's DBS certificate number and date of issue.

I hope that this gives greater clarity, however if you would like further information please contact a member of the Safeguarding Team on 01865 810603 or via email:

lado.safeguardingchildren@oxfordshire.gov.uk.

Kind regards,

Schools Safeguarding Team
Oxfordshire County Council

Yours sincerely

(if you know the name of the person you are writing to, otherwise use yours faithfully)

Officer's name here (writing the letter)

Officer's title here

Direct line:

Email: `firstname.surname@oxfordshire.gov.uk` (please use your email address)

www.oxfordshire.gov.uk (if you have a user friendly web address please use here;
eg. `www.oxfordshire.gov.uk/buspass`)