



## CARDIFF PARTNERSHIP SAFEGUARDING PROCEDURES

Student teacher selection for ITE programmes

### INFORMATION ON ENTRANTS' CRIMINAL BACKGROUNDS

All entrants to ITET programmes are required to obtain an Enhanced DBS check. This disclosure lists any convictions, cautions, reprimands and warnings received.



Prospective student teachers are required to undertake DBS enhanced disclosures through their University's admissions procedures. DBS enhanced disclosures undertaken through other organisations are not accepted unless applicants have registered with the DBS Update Service.

The application process must be completed prior to enrolment and the University admissions department tracks the progress of DBS applications through the DBS tracking service. Applicants are recommended to register with the DBS Update Service so that checks can be made on the validity of disclosures during the duration of studies.



The vast majority of disclosures are likely to be clear. However, a small minority may indicate that the entrant has a criminal record. In such instances, authorised personnel within Cardiff Metropolitan University consider each individual case against written criteria before acceptance or rejection is agreed.

### IN CASES WHERE DBS ADMINISTRATION HAS DELAYED THE DISCLOSURE PROCESS

Applicants are able to be accepted on to programmes pending receipt of the DBS; however, continuation depends upon the outcome of the DBS enhanced disclosure. In cases where DBS administration has delayed the disclosure process, applicants are obliged to declare if they have a criminal record by completing a self declaration form which are checked, and their name is also checked against the EWC's Live Disciplinary Orders and Restrictions on Employment list as an interim measure. Letters are also sent to the partner schools that the student teachers will be attending informing them of the delay and that the above checks have been undertaken. Head teachers then have the discretion to allow an individual to begin school-based training provided that the student teacher is appropriately supervised (WG, 129/2013; Estyn, 2021). Once DBS clearance has been received, schools will be informed. Every effort will be made to find an alternative placement should a Head teacher refuse admission on the grounds of a pending DBS.



**\*Please note that if a student teacher discloses any information to any member of staff about a caution, reprimand or conviction during this period, prior to the enhanced disclosure being received, the Lead for Wellbeing, Equality & Safeguarding is informed.** The disclosed information is then discussed by the CSESP High-Risk Placement Approval Group. Please note that this will not necessarily mean that any action would follow or that the student teacher would be asked to leave the programme.



## ACCEPTANCE OF ENTRANTS WITH CRIMINAL RECORDS



### Serious Offences

### Other Offences

Applicants are **rejected outright** if they have received a conviction relating to a sexual offence, serious violent crime, possession of class A drugs or supply / intent to supply drugs of any classification.

Normally applicants are rejected outright if they have received a caution, warning or reprimand relating to any of the above.

Safeguarding panellists refer to criteria and guidance material when making judgements about the suitability of applicants with other offences (see Cardiff School of Education and Social Policy's Safeguarding (DBS) Policy).

## IF CHARGED WITH A CRIMINAL OFFENCE WHILST ON AN ITE PROGRAMME

If a student teacher receives a reprimand, caution or conviction linked to any criminal offence whilst on an ITE programme **they are required to inform the Programme Director or Lead for Wellbeing, Equality & Safeguarding.** This will not necessarily mean that any action would follow or that they would be asked to leave the programme. **However, failure to undertake this action as soon as they are able will result in them failing to meet the professional standards required to pass the programme.** This in turn would mean that they will be required to leave the programme and a recommendation would be made to the examining board that they fail the programme.

\*Please note that although applicants with a criminal conviction may be given a place on an ITE programme, on completion of the programme they will subsequently need to register with the Education Workforce Council for Wales. The Council will make its own decision regarding suitability for registration and may not agree with the judgement made by the which may mean they will be unable to register. Similarly, local authorities, schools and employers apply their own criteria when selecting staff and may not concur with the judgement made by the CESP High-Risk Placement Approval Group which may result in an applicant being unable to secure a teaching post.