

# Pre-Programme Suitability, Safeguarding and Vetting Checks Policy

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| <b>Responsibility:</b>      | Director of ITT (Initial Teacher Training) programmes                             | <b>Date doc. created:</b>       | October 2026 |
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## 1. Purpose

This policy sets out the responsibilities for completing pre-programme suitability, safeguarding and vetting checks for all student teachers commencing Initial Teacher Training programmes delivered by Best Practice Network .

The policy ensures compliance with EY/ITT statutory guidance, safeguarding requirements and provider responsibilities in relation to the recruitment and admission of student teachers.

## 2. Scope

This policy applies to:

- Unsalaries student teachers including
  - ITT Tuition Fee based student teachers
  - EYITT Graduate Entry student teachers
- Employed student teachers, including:
  - Graduate Employment Based (GEB) student teachers
  - Apprenticeship student teachers
  - Assessment Only student teachers
  - International (iQTS ITT) student teachers

## 3. Principles

Best Practice Network is committed to ensuring that:

- Only individuals who are suitable to work with children and vulnerable adults are admitted to training programmes.
- Appropriate safeguarding, health and suitability checks are completed prior to programme commencement.
- Responsibilities between the training provider and employing organisation are clearly defined.
- Accurate records are maintained to evidence compliance with statutory requirements and partnership agreements.

## 4. Pre-application / selection-stage suitability checks

Best Practice Network is committed to ensuring that recruitment and selection processes promote safeguarding and the welfare of children. During the application and selection process, applicants will be required to disclose any relevant criminal convictions, cautions, reprimands, warnings or investigations that may affect their suitability to work with children. Information provided will be considered in accordance with safeguarding legislation, equality legislation and relevant DfE guidance. A declaration of a criminal

offence will not automatically prevent admission to a programme; each case will be considered on an individual basis with regard to safeguarding risk, relevance to the role and rehabilitation.

## 5. Unsalariesd Student Teachers

For student teachers undertaking a tuition fee-funded or EYITT Graduate Entry programme, responsibility for pre-programme checks rests with Best Practice Network.

### 5.1 Health and Physical Capacity to Teach (Fit to Teach)

Best Practice Network undertakes Occupational Health assessments as part of its safer recruitment processes and its responsibility to ensure that student teachers are able to engage safely and effectively in training and placement settings. This approach is consistent with the principles set out in [Keeping Children Safe in Education](#) and supports the identification of any health-related considerations, support needs, or reasonable adjustments that may be required before training commences. Occupational Health assessments help ensure that appropriate support arrangements are identified at the earliest opportunity whilst maintaining a safe environment for children, learners, student teachers, and staff.

Best Practice Network will:

- Require all accepted student teachers to complete an [occupational health or health assessment process](#).
- Assess whether student teachers have the health and physical capacity to undertake training and meet the requirements of the role.
- Identify and implement reasonable adjustments where appropriate and practicable.
- Maintain records of health clearance outcomes.

### 5.2 Enhanced DBS Checks

Best Practice Network will:

- Obtain and verify an Enhanced Disclosure and Barring Service (DBS) check, including a children's barred list check.
- Ensure that DBS clearance is satisfactory prior to programme commencement, unless exceptional arrangements are agreed in accordance with safeguarding guidance.
- Maintain records confirming that the required DBS clearance has been obtained.
- Where an applicant has lived, worked or studied outside the United Kingdom, Best Practice Network may require additional criminal record or certificate of good conduct checks from the relevant country or countries, in line with DfE guidance and safeguarding requirements.

Where a DBS check, self-declaration or other suitability check identifies criminal convictions, cautions, barred list information, safeguarding concerns or other relevant information, Best Practice Network will undertake a risk-based suitability assessment before a final admission decision is made. The assessment may consider:

- the nature, seriousness and circumstances of the offence or concern;
- its relevance to working with children and young people;
- the time elapsed since the incident;
- patterns of behaviour or multiple incidents;
- evidence of rehabilitation;
- any statutory restrictions or safeguarding concerns.

Decisions will be made by a member of the ITT senior leadership team and, where necessary, advice will be sought from safeguarding leads, human resources or legal advisers. Applicants who are included on a barred list or who are otherwise legally prohibited from working with children will not be admitted to programmes involving regulated activity. A record of the decision-making process and outcome will be maintained in accordance with data protection requirements.

### 5.3 Teacher Prohibition Checks

Best Practice Network will complete a Teacher Prohibition Order check for all applicants where such a check is available and applicable under current DfE requirements prior to programme commencement.

Where a prohibition order, interim prohibition order or other restriction is identified, Best Practice Network will review the circumstances and determine whether the applicant is eligible and suitable to undertake the programme.

Applicants who are subject to a Teacher Prohibition Order, barred from regulated activity with children, or otherwise legally restricted from undertaking the programme will not be admitted.

### 5.4 Safeguarding Training

Best Practice Network will:

- Ensure all student teachers complete mandatory safeguarding training before, or as part of, programme induction.
- Include training on safeguarding responsibilities, child protection procedures, Prevent Duty and professional conduct.
- Maintain records of safeguarding training completion.

## 6. Employed Student Teachers

For employed student teachers, including EYITT Graduate Employment Based (GEB) and Apprenticeship routes, responsibility for employment-related pre-programme checks rests with the employing organisation.

### 6.1 Employer Responsibilities

The employing organisation is responsible for completing all Pre-Employment and Safeguarding Checks including:

### **Health and Physical Capacity to Teach (Fit to Teach)**

- Undertaking all occupational health assessments and pre-employment health checks required by its recruitment procedures.
- Determining that the student teacher is medically and professionally fit to undertake their employment role and training programme.
- Implementing any workplace reasonable adjustments required in accordance with the Equality Act 2010.

### **Safeguarding and Pre-Appointment Checks**

The employing organisation is responsible for:

- Completing all pre-appointment checks required by Keeping Children Safe in Education (KCSIE), safeguarding legislation and organisational policy.
- Verifying the student teacher's identity, right to work, qualifications, employment history and references, as applicable.
- Obtaining and verifying an Enhanced DBS certificate, including a children's barred list check where the role involves regulated activity with children.
- Completing any additional checks required, including prohibition from teaching checks, Section 128 checks and overseas checks where applicable.
- Ensuring all required checks have been completed satisfactorily before the student teacher commences employment or has unsupervised access to children.
- Providing written confirmation to Best Practice Network that all required safeguarding and pre-employment checks have been completed and that the student teacher is suitable to work with children and young people.

## **6.2 Provider Responsibilities**

Best Practice Network will:

- Obtain confirmation from the employer that all required pre-employment and safeguarding checks have been completed satisfactorily.
- Not request or retain DBS certificate details beyond confirmation that appropriate checks have been completed.
- Maintain records of employer assurances.

Where employer disclosures indicate safeguarding concerns or information relevant to suitability to work with children, Best Practice Network reserves the right to undertake its own review and determine whether admission to the programme is appropriate.

## **6.3 Safeguarding Training**

Regardless of employment status, Best Practice Network retains responsibility for ensuring that:

- All employed student teachers complete the provider's mandatory safeguarding training

requirements.

- Appropriate safeguarding updates are delivered throughout the programme.
- Records of safeguarding training completion are maintained.

## 7. Record Keeping

Best Practice Network will maintain records evidencing:

- Health clearance status (where provider responsibility applies).
- DBS clearance confirmation.
- Employer assurances for employed student teachers.
- Completion of safeguarding training.
- Any agreed reasonable adjustments.

Records will be held in accordance with data protection legislation and organisational record retention schedules.

## 8. Monitoring and Compliance

The Programme Lead will be responsible for monitoring compliance with this policy and ensuring that no student teacher commences training until the required checks, confirmations and safeguarding training requirements have been completed.

## 9. Review

This policy will be reviewed annually or sooner in response to changes in statutory guidance, DfE requirements or safeguarding legislation.