



**WOODLANDS**  
SCHOOL

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

# Child Protection and Safeguarding Policy (Exams)

Amended: November 2025

Approved by Governors: December 2025

Review date: November 2026

Woodlands School is part of The Compass Education Trust Ltd, a company limited by guarantee, registered in England and Wales Company number 07666213.  
Registered Office: The Billericay School, School Road, Billericay, Essex, CM12 9LH

### Key Staff Involved in the Policy

Role	Name(s)
Head of Centre	David Wright
Designated Safeguarding Lead	Dominic Riste
Designated Safeguarding Lead (Deputy)	Nicola Nichols, Janet Clarke, Luka Atkinson
Exams Officer	Honor Roth

## **Purpose of the Policy**

This policy details how Woodlands School, ensures that the moral and statutory responsibility to safeguard and promote the welfare of children is met.

The policy also details how staff are trained and supported to be alert to, and report, the signs of abuse and neglect and how they will follow centre procedures to ensure that children receive effective support, protection, and justice.

The procedures contained in this policy apply to all staff associated with the management, administration and conducting of examinations and assessments at Woodlands School.

Woodlands School ensures compliance with the statutory guidance for schools and colleges as set out in the Department for Education's [Keeping children safe in education 2025](#) publication.

## **Policy Aims**

- To provide all exams-related staff at Woodlands School with the necessary information to enable them to meet their safeguarding and child protection responsibilities
- To ensure consistent good practice
- To demonstrate the commitment with regard to safeguarding and child protection to pupils, parents/carers and other partners when taking examinations and assessments at Woodlands School
- To contribute to the wider centre Child Protection and Safeguarding Policy

## **Introduction**

All staff involved in the management, administration and conducting of examinations at Woodlands School are made aware of their safeguarding responsibilities. This includes raising awareness and understanding of the role played by these staff members in safeguarding and promoting the welfare of children whilst they are undertaking their examinations/assessments.

As part of the training given to staff involved in the management, administration and conducting of examinations/assessments, the following are highlighted as part of an induction/training programme:

- child protection policy (which should amongst other things also include the policy and procedures to deal with child-on-child abuse)
- behaviour policy (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)
- staff behaviour policy (sometimes called a code of conduct) should amongst other things, include low-level concerns, allegations against staff and whistleblowing
- safeguarding response to children who are absent from examinations, particularly on repeat occasions and/or prolonged periods
- the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies)

## **Section 1 – Roles and Responsibilities**

### **Designated Safeguarding Lead (DSL)**

Dominic Riste will take lead responsibility for child protection and safeguarding in relation to examinations and assessments. The DSL will offer advice, support and expertise in all matters relating to child protection and safeguarding in relation to examinations and assessments etc.

### **Exams Officer**

Will support the DSL as directed and assist with organising safeguarding training with the invigilators. The Exams Officer will also support Invigilators with reporting any safeguarding concerns. The Exam Officer will attend compulsory Safeguarding training.

### **Progress Mentors**

Attend mandatory safeguarding training and report any safeguarding concerns via “My Concern” or notify the DSL.

### **Invigilators**

Attend mandatory safeguarding training and report any safeguarding concerns to the DSL. If in need of support liaise with Exam Officer regarding next steps.

### **Teaching Staff**

Attend mandatory safeguarding training and report any safeguarding concerns via “My Concern” or notify the DSL. Ensure that where candidates are taking non-examination assessments, they will check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre’s safeguarding responsibilities.

## **Section 2 – Staff**

### **Recruitment**

Woodlands School ensures that only ‘suitably qualified and experienced adults’ are employed in the management, administration and conducting of examinations and assessments. This is supported by the safer recruitment process which includes:

- completing an application form which includes their employment history and explains any gaps in that history
- providing two referees, including at least one who can comment on the applicant’s suitability to work with children
- providing evidence of identity and qualifications
- verifying their mental and physical fitness to carry out their work responsibilities
- verifying their professional qualifications, as appropriate
- carrying out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- asking for written information about previous employment history and check that information is not contradictory or incomplete. We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments.
- if offered employment, be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role. This will include:
  - an enhanced DBS check and a barred list check for those including unsupervised volunteers engaged in Regulated Activity
  - an enhanced DBS check without a barred list check for all volunteers not involved in Regulated Activity but who have the opportunity of regular contact with children
  - ensuring that this member of staff has a subscription to the DBS Update Service (where relevant)
- if offered employment, provide evidence of their right to work in the UK
- be interviewed by a panel of at least two school leaders/governors, where at least one member of staff with have Safer Recruitment training (if shortlisted)

## **DBS Check Information**

All information on the checks carried out on those who are employed solely for the purpose of periodic exams-related activity, such as external invigilators/facilitators, will be recorded in the centre's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files.

### **Existing Staff**

Although there is no statutory requirement to update DBS checks for existing staff, invigilators/facilitators will undertake a 'rolling DBS check' every year as part of the update service.

If there are concerns about an existing member of staff's suitability to work with children, all relevant checks will be carried out as if the individual was a new member of staff. This action will also be taken if an individual moves from a post that is not regulated activity to one that is.

Anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult will be referred to the DBS:

- Where the 'harm test' is satisfied in respect of the individual (i.e., that no action or inaction occurred but the present risk that it could was significant)
- Where the individual has received a caution or conviction for a relevant offence
- If there is reason to believe that the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009
- If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

### **'Break in service'**

To comply with 'break in service' regulations, all external invigilators/facilitators will be required to register with the DBS Update Service on an annual basis and provide consent for the designated senior member of staff in charge of safeguarding arrangements to carry out an online check to view the status of their existing enhanced DBS certificate. This will not apply to any invigilators who meet the 'frequency test' at Woodlands School – e.g., working 3 or more times in a 30-day period, or attending the centre at least every 3 months for training, updates etc.

By registering with the Update Service, these staff will be permitted to attend on any day during an exam series (providing they can supply an updated Disclosure Certificate and ID) without the need for additional checks or any additional attendance at Woodlands School.

### **Agency Staff**

Written notification will be obtained from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. A check will also be performed to confirm that the person presenting themselves for work is the same person on whom the checks have been made.

## **Section 3 – Supporting Staff**

All exams staff at Woodlands School are

- made aware of the good practice guidelines and staff code of conduct in relation to child protection and safeguarding
- receive appropriate safeguarding and child protection training at induction/the centre's annual exam update training session. This training is regularly updated to include the most up-to-date guidance from the relevant authorities
- receive safeguarding and child protection (including online safety) updates as required, and at least annually, to continue to provide them with the relevant skills and knowledge to

safeguard children effectively. This includes updates on the centre’s Child Protection and Safeguarding Policy by attending annual safeguarding training and reading Part One of Keeping Children Safe in Education 2025

- complete the National College Annual Certificate in Safeguarding for Secondary School staff 2025-2026

### Training/Information Delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
1 <sup>st</sup> September 2025	Safeguarding Training – The National College	all staff
1 <sup>st</sup> September 2025	Safeguarding Training Presentation – By Dominic Riste	all staff
10 <sup>th</sup> November 2025	Safeguarding Training Presentation – By DSL/DDSL	Invigilators (as part of their annual invigilation training)
Ongoing	Safeguarding Training – The National College	Available online all year for any new joiners

### Section 4 – Areas Covered

All exams staff will be trained/updated on the following areas to ensure that they are complying with the centre policy on child protection and safeguarding:

- Photography and images
- Child protection procedures
- Recognising abuse - physical abuse, emotional abuse, sexual abuse and neglect
- Indicators of abuse
- Taking action
- If a member of staff or volunteer is concerned about a pupil’s welfare
- If a pupil discloses to a member of staff or volunteer
- Bullying, peer on peer abuse and harmful sexual behaviour
- Child on child sexual violence and sexual harassment
- Serious violence
- Child sexual exploitation (CSE) and child criminal exploitation (CCE)
- Female genital mutilation
- Protecting children from radicalisation and extremism
- Domestic abuse
- Staff reporting concerns about a colleague or other adult who works with children (Whistleblowing)
- Confidentiality and information sharing

In line with child protection and safeguarding requirements/protocols, including:

- Invigilation/facilitation and/or centre supervision with a candidate on a one-to-one basis
- Escorting a candidate to the toilet
- Dealing with a candidate who refuses to come out of the toilet
- Dealing with a candidate who has been taken out of the exam room due to illness
- Dealing with a candidate who has fallen asleep in the exam room

## **Section 5 – Reporting**

The process for staff to report issues/concerns relating to child protection and safeguarding is:

Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred must report. Report immediately to the Designated Safeguarding Lead or in their absence, the Deputy Designated Safeguarding Leads. In the absence of all of the above, the matter should be brought to the attention of the most senior member of staff.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should detail the complaint, report to the Head Teacher or the Chair of Trustees. If the whistle-blower considers the matter too serious or sensitive to raise it internally, they may refer the matter to an external prescribed body.

## **Section 6 - Protocols for One-to-One Support/Supervision**

Where staff are engaged in invigilation/facilitation and/or centre supervision on a one-to one basis with a candidate the following protocols should be followed.

### **Summoning immediate assistance in case of any concern**

If an invigilator is carrying out one to one supervision they will be allowed to keep their mobile phone in their possession. The mobile phone is only to be used in the event of an emergency and kept on silent. Exams where one to one supervision is being carried out, there will also be a roaming invigilator to assist where appropriate.

Invigilators are able to summon for immediate assistance by either calling the roaming invigilator if they are there or phoning through to the Exam's Officer.

### **Leaving the Examination Room Temporarily**

Where a member of staff may accompany a candidate requiring a toilet break, pupils are asked to leave their blazers in the exam hall on their chairs. The pupil is escorted to the toilet facilities and left unaccompanied at the entrance. The invigilator will wait at the entrance until the pupil is finished and will escort them back to their seats. A logged record of toilet breaks will be carried out.

Where a member of staff may accompany a candidate who is feeling unwell they are to take them to pupil services for further assistance. If supervising a pupil on a one-to-one supervision, the invigilator should take the paper with them. The invigilator is also to inform the staff in pupil services that this pupil has come from the exam and should not talk to or engage with other pupils while in pupil services. The invigilator should record the incident, which may be extended further to a witness statement which may be required for a special consideration request.


## **References**

**Keeping children safe in education** [www.gov.uk/government/publications/keeping-children-safe-in-education--2](http://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

**Check someone's criminal record as an employer** [www.gov.uk/dbs-check-applicant-criminal-record](http://www.gov.uk/dbs-check-applicant-criminal-record)

**DBS Update Service** [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)

**DBS Checks for Schools** [www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/](http://www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/)

Signed:   
Head Teacher

Dated: 8<sup>th</sup> December 2025

Signed:   
Vice Chair of Governors

Dated: 8<sup>th</sup> December 2025