

Child Protection and Safeguarding Policy (Exams)

Amended: October 2023

Approved by Governors: December 2023

Review date: October 2024

Key Staff Involved in the Policy

Role	Name(s)
Head of centre	David Wright
Designated safeguarding lead	Dominic Riste
Designated safeguarding lead (deputy)	Nicky Nichols, Janet Clarke, Luka Atkinson
Exams officer	Honor Dignan-Roth

CHILD PROTECTION AND SAFEGUARDING POLICY (Exams) TEMPLATE

Delete this text box when the information contained below is understood

Changes made to the contents of this template since the previous (2022/23) version are highlighted for easy identification. A change may not always signify a regulation change/update, but rather to provide clarity.

(Currently there are no changes made to content since the previous version – users should however refer to the September 2023 version of DfE guidance [Keeping children safe in education](#) which is now in force, replacing previous versions, where this may impact on the content of this policy)

This template has been provided as an example **only** and is intended to provide a starting point/framework on which to build a policy for exams-related activity.

A table to record key staff (job role and name) involved in the policy is included at the beginning of the template. You may choose to delete this or use it as good practice by inserting **all** relevant roles and staff names (some example roles have been provided).

Centres have a moral and statutory responsibility to safeguard and promote the welfare of all pupils/students, and endeavour to provide a safe and welcoming environment where children are respected and valued. Staff must be trained to be alert to the signs of abuse and neglect and follow centre procedures to ensure that children receive effective support, protection, and justice.

This template only provides a suggestion of how statutory requirements could be met in relation to child protection and safeguarding within the management, administration and conducting of examinations. You should liaise with the person in your centre assigned the role of designated lead to ensure compliance (in relation to exams-related activity) is achieved.

Customise the template to reflect practice in your centre in ensuring that children are protected and safeguarded in all aspects of examinations and assessments. This policy could be included as a sub-section within your centre-wide Child Protection and Safeguarding Policy to reflect compliance in relation to exams and assessments.

[Insert...] fields are in coloured font to highlight them – this is to ensure the need to insert relevant centre-specific details stands out and is not overlooked – change colour to ‘automatic’

Purpose of the Policy

This policy details how Woodlands School, in relation to the management, administration and conducting of examinations and assessments, 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.

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/students, parents/carers and other partners when taking examinations and assessments at Woodlands School
- To contribute to the wider centre Child Protection and Safeguarding Policy

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.

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, 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 be asked to join the DBS update service and consent to their DBS being checked at the start of each academic year.

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.

They are informed and updated on the contents of the centre Child Protection and Safeguarding Policy by updated safeguarding training in line with KCSIE September 2022 and read the applicable section. Also they will confirm that they have read the following policies Safeguarding, Attendance, Missing Pupil, Anti-Bullying, Peer on Peer Abuse, Equality & Diversity, Special Educational Needs, Confidentiality, Whistleblowing, Child Protection, Code of Conduct.

Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)

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

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

Check someone's criminal record as an employer www.gov.uk/dbs-check-applicant-criminal-record

DBS Update Service www.gov.uk/dbs-update-service

DBS Checks for Schools www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/



Signed: _____
Head Teacher

4th December 2023
Dated: _____



Signed: _____
Chair of Governors

4th December 2023
Dated: _____

