



# Exams - Child Protection & Safeguarding Policy

---

Date issued	February 2022
Review date	February 2023

## Contents

Section	
1	Purpose of the plan
2	Policy aims
3	Section 1 – Roles and Responsibilities
4	Section 2 – Staff
5	Section 3 – Supporting staff
6	Section 4 – Areas covered
7	Section 5 – Reporting
8	Section 6 - Protocols for one-to one support/supervision
9	References
10	Version Control

## Key Staff involved in Contingency planning

Role	Names(s)
Head of centre	Simon Baker
Exams Officer, Line Manager (Senior Leader)	Carlene Carter Blair, Clare Audemard
ALS Lead/SENCo	Sarah Kallay

Senior Leader(s)	Vincent Forshaw, Clare Audemard, Ali Tuffin, Mark Instone, Mike Durose, Kath Cheetham, Lowri Puttick
------------------	--

### **1. Purpose of the policy**

This policy details how the Princes Risborough 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 the Princes Risborough School.

### **2. Policy aims**

- To provide all exams-related staff at the Princes Risborough 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 students, parents/carers and other partners when taking examinations and assessments at the Princes Risborough School
- To contribute to the wider centre Child Protection and Safeguarding Policy

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

#### **Designated safeguarding lead (DSL)**

The DSL and any deputies 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**

The Exams Officer will support the DSL as directed, and also undertake all relevant training etc.

### **Other exams staff**

Exam assistants, invigilators, facilitators of access arrangements etc. will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy etc.

## **4. Section 2 – Staff**

### **Recruitment**

The Princes Risborough 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, external invigilators/facilitators will undertake a 'rolling DBS check' every 3 years.

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 standard or enhanced DBS certificate. This will not apply to any invigilators who meet the 'frequency test' at the Princes Risborough 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 the Princes Risborough 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.

**5. Section 3 – Supporting staff**

All exams staff at the Princes Risborough 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 training sessions and online information.

Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
2022	Online training from the National College	Invigilators

**6. 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:

- Abuse of position of trust
- Children who may be particularly vulnerable
- Children with special educational needs and disabilities or have mental health needs
- Early help
- Reporting attendance concerns
- Staff reporting concerns about a colleague or other adult who works with children (Whistleblowing)
- Complaints procedure
- Site security
- Confidentiality and information sharing
- 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
- Peer on peer sexual violence and sexual harassment
- Youth produced sexual imagery
- Serious violence
- Child sexual exploitation (CSE) and child criminal exploitation (CCE)
- So-called 'honour based' abuse
- Female genital mutilation
- Forced marriage
- Protecting children from radicalisation and extremism
- Domestic abuse

## **7. Section 5 – Reporting**

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

Speak to the Designated Safeguarding Lead (DSL) or Additional Designated Safeguarding Leads about their concerns

In the event of an emergency, find a relevant trained member of the Safeguarding Team as per the posters

Log onto 'CPOMS' and report your concern.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should, report any concerns they have about a member of staff directly to the Headteacher. This includes self-reporting if you are worried about something that happened. If your concerns are about the Headteacher specifically please refer this to the chair of governors and the Local Authority Designated Officer (LADO)

If you have a concern about a member of staff working with children (in either a paid or voluntary capacity) please contact the Local Authority Designated Officer (LADO) for Bucks CC Phone: 01296 382070

Email: [secure-LADO@buckscc.gov.uk](mailto:secure-LADO@buckscc.gov.uk)

## **8. 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**

The invigilator is allowed their phone into the examination room as a matter of summoning for help from the Examinations Officer. If needed the Examinations Officer on arrival will contact the DSL or team if they are unable to sort the issue.

### **Leaving the examination room temporarily**

Where a member of staff may accompany a candidate requiring a toilet break, the member of staff is required to first check that the facilities are unoccupied, and while the student is in the toilet the invigilator is to stand at the entrance to the facility.

Where a member of staff may accompany a candidate who is feeling unwell the invigilator is to take the student out for some fresh air and remain with the student. If the student feels better, they are able to re-enter the exam room and have the designated time given to complete the examination. If the student feels unwell they are to go to the medical room, but are not allowed their phone until the examination is complete. If the invigilator leaves the student in the medical room, the student is then in the care of the receptionists, who are aware that the student is not allowed to leave or use a mobile phone. If the medical room is packed, the student will be required to sit

outside the Heads office until the exam is complete. The Exam Officer will be contacted in both incidents.

## 9. 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)

## 10. Version Control

Date	Circulation	Amendments to previous version