

CHILD PROTECTION AND SAFEGUARDING POLICY (Exams)

2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
JXM	
Date of next review	Nov 24

Key staff involved in the policy

Role	Name(s)
Head of centre	Mia Lowney
Designated safeguarding lead	Paul Guyan
Designated safeguarding lead (deputy)	Mia Lowney, James MacKay, Maria Stewart & Harriet Goss
Exams officer	Briony Seymour

Purpose of the policy

This policy details how St Andrew's C of E High 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 St Andrew's C of E High School.

Policy aims

- To provide all exams-related staff at St Andrew's C of E High 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 St Andrew's High School
- To contribute to the wider centre Child Protection and Safeguarding Policy

Section 1 – Roles and Responsibilities

Designated safeguarding lead (DSL)

- DSL & 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

Exams officer

- Exams officer will support the DSL as directed, and undertake all relevant training

Other exams staff

- Invigilators & any facilitators of access arrangements will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy

Section 2 – Staff

Recruitment

St Andrew's High 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

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 St Andrew's High 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 St Andrew's High 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 St Andrew’s High 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, online information, & hard copy information.

Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
13/10/2023	<ul style="list-style-type: none"> • Reminder of role & responsibilities • Reminder on how ICE should be applied before, during & after exams • Changes to ICE for 22-2023 • Modules 1 & 4 from the 'Exams Office' • Safeguarding 	Invigilators
12/01/2024	<ul style="list-style-type: none"> • New invigilator training • Invigilator training videos – from the 'Exams Office' • The role of an invigilator • The examination rooms. • Examination materials • Identifying candidates • Question papers, stationary, materials & other equipment • Safeguarding • Module 1 from the 'Exams Office' 	Invigilators Support Staff
12/01/2024	<ul style="list-style-type: none"> • Timetable of exams • The examination rooms • Reminder of role & responsibilities • Reminder on how ICE should be applied before, during & after the examinations • Reminder of the changes to ICE • Access Arrangments • Completion of module 4 from the 'Exams Office' 	Invigilators Support Staff

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:

- How safeguarding is at the heart of what we do
- How we can all act in a child’s best interests.
- The 4 main types of abuse and how to spot them.
- Specific safeguarding issues we should all be aware of
- Changes to Keeping Children Safe in Education

Section 5 – Reporting

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

If any staff member sees any of the things we have gone through, for example becoming withdrawn, mood or behaviour changes, tiredness, self-harming etc they should report it to our school's safeguarding team by CPOMS if they have access or if not email safeguarding@STA-worthing.com.

If a child is in immediate danger and the DSL or deputy is not available, referral to LA children's social care: IFD 01403 229 900 or call the police if appropriate: 999.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should see the Whistleblowing Policy.

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

All rooms on a 1:1 basis have a window in the door, we request that they sit by the window so they can always be visible.

If immediate assistance is needed, they can message the Exams Officer on their mobile, or open the door to summon the 'roving' invigilator. They would then in turn contact the Exams Officer.

Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break they would inform the lead invigilator who would check the ratio of invigilators to students, if by taking the candidate to the toilet the ratio would drop below the required level, they would message the Exams Officer or the Roving invigilator to assist.

Once the correct ratio is in place, a note would be made on the incident log and the candidate escorted to the toilet (by all exam rooms used, the toilet is very close by) they would escort them to the entrance of the toilet, ensure the toilet is unoccupied, at which point the candidate would be left unaccompanied. The invigilator would remain outside the door and once the candidate had finished, escort them back to the examination room and log the return time on the incident log.

Where a member of staff may accompany a candidate who is feeling unwell, ensure the ratio is correct (see above), then escort the student to the student to the medical room and stay with the candidate at all times. Once assessment / treatment has been completed the candidate depending on the course of action decided upon the candidate will either be returned to the examination or supervised under centre supervision until 10am for a morning examination or 14:30 for an afternoon examination.

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/