CHILD PROTECTION AND SAFEGUARDING POLICY (Exams) 2026/27

Effective from 1 September 2026

This policy is reviewed annually to ensure compliance with current regulations and reflects centre practice.

Approved/reviewed by	
Matthew Taylor/Vic Conhye	
Date of next review	October 2027

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Key staff involved in the policy

Role	Name(s)
Head of centre	Matthew Taylor
Designated safeguarding lead	Samantha Howarth Danielle France
Designated safeguarding lead (deputy)	Samantha Howarth Danielle France Matthew Taylor
Exams Officer	Vic Conhye

Purpose of the policy

This policy details how Lever Park ensures that the moral and statutory responsibility to safeguard and promote the welfare of children is met in relation to the management, administration and conducting of examinations and assessments.

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 Lever Park.

Lever Park ensures compliance with the statutory guidance for schools and colleges as set out in the Department for Education's Keeping children safe in education 2026 publication.

Policy aims

- To provide all exams-related staff at Lever Park 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 Lever Park.
- To contribute to the wider centre Child Protection and Safeguarding Policy

Introduction

All staff involved in the management, administration and conducting of examinations at Lever Park 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)

Staff involved in invigilating examinations and assessments are provided with access to online training through The Exams Office. This training covers the safeguarding guidance outlined in the Department for Education's *Keeping Children Safe in Education (KCSIE)* document, as well as guidance on managing a range of examination-related safeguarding scenarios.

Section 1 – Roles and Responsibilities

Designated safeguarding lead (DSL)

The designated safeguarding lead 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 undertake all relevant training etc as and when required

Learning Mentors/Exam Invigilators

Learning Mentors and Exams invigilators will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy, etc as and when required.

Teaching staff

Teaching staff will 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, etc. Teaching staff will also undertake any training as directed by the DSL, report child protection and safeguarding issues/concerns in line with the centre's processes/policies.

Section 2 – Staff

Recruitment

Lever Park 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.

The level of DBS check will be appropriate for the role as an invigilator and external invigilators and facilitators are included in the centre's **safer recruitment** procedures.

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 year for at least 10% of the workforce.

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 Lever Park – 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 Lever Park.

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 Lever Park:

- 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 during their induction to the role, at the centre's annual exam update training session, or via online training which includes an assessment to confirm knowledge and understanding of the regulations. 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 in person and online staff training sessions, online information and hard copy information as and when required.

Training/information delivered

Date delivered and details of training/information delivered	Attendees
September 2026 - Safeguarding training delivered via face to face training and online session.	All staff

September 2026 – KCSIE delivered via face to face training and online session. All staff must sign a declaration that they have read and understood the KCSIE policy.	All staff
Annual training delivered throughout the academic year - Cyber Security, Health and Safety in Education, Equality and Diversity. This is delivered online.	All staff
Bi annual training – Prevent, Online Safety, FGM, Sexual violence and sexual harassment, GPDR, Equality. This is delivered online.	All staff
Annually – Exam Invigilator training relevant for the academic year. This includes: Instructions for conducting examinations 2026/2027, supervising and supporting access arrangements 2026/2027. This is delivered online via the Exams Office	All staff involved in the invigilation of exams and Exams Officer.
Annual training – Exam Officer induction and assessment. This is delivered online via the exams office	Exams Officer

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:

The below areas to be covered with exams staff/content of the training offered as advised by the centre's DSL. This includes information on how to deal with exam-related scenarios 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]
- Abuse of position of trust
- Children who may be particularly vulnerable
- Children with special educational needs and disabilities and/or have mental health needs
- 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

Section 5 – Reporting

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

Using the Lever Park safeguarding recording system which includes recording on CPOMS and informing the school's DSL.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should speak to the Academy Lead and in their absence speak to a member of the school's leadership team. If the concern relates to the Academy Lead, they should speak to the Trust's Vice Principal. If all of the above are unavailable, they should contact Bolton's Local Authority Designated Officer (LADO) on 01204337474

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

In instances of an immediate concern the member of staff should seek to find the designated safeguarding lead, academy lead or member of the leadership team. If they are unable to do so they should ask another member of staff to seek them out.

Leaving the examination room temporarily

A member of staff should accompany a candidate to the toilet and check that the toilet is unoccupied before allowing the candidate to enter and then wait outside. The member of staff will then accompany the candidate back to the examination room.

A member of staff will accompany a candidate who is feeling unwell to the main office where they can be assessed of their illness and next steps taken in line with the school's and exam's policies and procedures.

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/