



# CHILD PROTECTION AND SAFEGUARDING POLICY (Exams)

2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Miss G Conway	
Date of next review	October 2024

## Key staff involved in the policy

Role	Name(s)
Head of centre	Mr M Eastham
Designated safeguarding lead	Mr M Eastham Mrs D Crank Mrs A Holland
Designated safeguarding lead (deputy)	Mr P Faulkner
Exams officer	Miss G Conway

## Purpose of the policy

This policy details how Penwortham Priory Academy, 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 Penwortham Priory Academy.

## Policy aims

- To provide all exams-related staff at Penwortham Priory Academy 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 Penwortham Priory Academy
- To contribute to the wider centre Child Protection and Safeguarding Policy

## Section 1 – Roles and Responsibilities

### Designated safeguarding lead (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

will support the DSL as directed, and undertake all relevant training etc.

**Other exams staff** e.g., exams 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.

## Section 2 – Staff

### Recruitment

Penwortham Priory Academy 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 Penwortham Priory Academy – 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 Penwortham Priory Academy.

### **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 Penwortham Priory Academy 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.

## **Section 4 – Areas covered**

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

## **Section 5 – Reporting**

If a member of staff have any issues/concerns relating to child protection and safeguarding this must be reported to one of the DSL's or Deputy DSL's.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should also contact one of the DSL's.

## **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**

Staff are able to request the assistance of the Exams Officer or a member of the Pastoral Team either via Teams or on the designated Exam WhatsApp group for the Exams Officer or another invigilator.

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

Where a member of staff may accompany a candidate requiring a toilet break they would take them to the designated exam toilets and check that the facilities are unoccupied, they would then wait for the candidate outside the entrance to the designated toilet area to accompany them back to the exam room after.

Where a member of staff may accompany a candidate who is feeling unwell they would initially take them to the main reception where a member of the admin team will contact the Exams Officer, unless in the circumstances where they need to go straight to a toilet but once able to, are then taken to the main reception. The invigilator will stay with the candidate until the Exams Officer has arrived where they will take over and decide on the process to be followed and if the candidate is able to continue.

## **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/)