



# **Child Protection and Safeguarding Policy (Exams) 2023-24**

Unity Academy Blackpool

Centre Name	Unity Academy Blackpool
Centre Number	46427
Date policy first created	Autumn 2022
Current policy approved by	Stephen Cooke
Current policy reviewed by	Ellie Baron
Date of next review	Autumn 2024

Key Staff involved in the policy

Role	Name
Head of Centre	Stephen Cooke
Senior Leader	Rebecca Lemar
Exams Officer	Ellie Baron
Designated Safeguarding Lead	Ben Mashiter
Designated Safeguarding Lead (Deputy)	Angela Bailey, Karen Whittam

This policy is reviewed and updated annually to ensure compliance with current regulations

## **Purpose of the policy**

This policy details how Unity Academy Blackpool, 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 Unity Academy Blackpool.

## **Policy aims**

- To provide all exams-related staff at Unity Academy Blackpool 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 Unity Academy Blackpool.
- To contribute to the wider centre Child Protection and Safeguarding Policy

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

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

The DSL 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 relating to examinations and assessments.

### **Exams Officer**

The Exams Officer will support the DSL as directed and undertake all relevant and required training.

### **Other exams staff – invigilators, exams assistants, access arrangement facilitators**

All other exams staff will undertake training as directed by the DSL and they will report child protection and safeguarding issues/concerns in line with the policies of Unity Academy Blackpool.

## **Section 2 – Staff**

### **Recruitment**

Unity Academy Blackpool 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 undertake a new DBS check or register with the DBS Update Service on an annual basis where there has been a break in service of 12 weeks or more. This will not apply to any invigilators who meet the ‘frequency test’ within FCAT – 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 Unity Academy Blackpool.

### **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 Unity Academy Blackpool 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 being provided with a hard copy of the school policy.

### **Training/information delivered**

Date Delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
September	New Invigilator Training	For newly recruited invigilators and facilitators
November	Invigilator Updates and Training	All invigilators and facilitators
February	Invigilator Updates and Training	All invigilators and facilitators
May	Invigilator Updates and Training	All invigilators and facilitators

## **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:

- Basic Safeguarding Awareness Training
- Staff reporting concerns about a colleague or other adult who works with children (whistleblowing)

- Confidentiality and information sharing
- 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

## **Section 5 – Reporting**

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

- Exam staff should report issues/concerns to the Exams Officer who can register the concern with the Designated Safeguarding Lead

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

- Complaints should be made verbally or in writing to any of the following senior leaders:
  - Member of the Senior Leadership team at Unity Academy Blackpool
  - Headteacher
  - Executive Headteacher

## **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 should refer to the emergency contacts section in the Invigilators folder present in every exam location and call the appropriate member of staff for their concern.

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

Where a member of staff may accompany a candidate requiring a toilet break

- An invigilator of the same sex as the candidate will accompany the candidate
- The invigilator will check that the toilets are empty before allowing the candidate access
- The invigilator will wait for the candidate outside the toilets
- There can only be one candidate using the toilet for an exam location at any one time

Where a member of staff may accompany a candidate who is feeling unwell

- If required, an on-site first aider should be called to outside of the exam room
- If a candidate becomes unwell during the first hour of an exam, an invigilator will stay with the candidate as per JCQ ICE 6.4
- If the candidate is too unwell to return to the exam room, care will be transferred to another adult and the invigilator can return to the exam room
- If the candidate is able to return to the exam room, the invigilator must accompany the candidate until they have returned to the exam room
- The invigilator must record the incident on the exam room incident log for the attention of the Exams Officer to notify awarding bodies and/or to apply for special consideration

## References

Keeping children safe in education

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Check someone's criminal record as an employer

<https://www.gov.uk/dbs-check-applicant-criminal-record>

DBS Update Service

<https://www.gov.uk/dbs-update-service>

DBS Checks for Schools

<https://onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/>

## **Centre Specific Changes 23/24**

The DSL has changed from Chris Buckley to Ben Mashiter