



# **Woodhey High School**

## **Child Protection and**

## **Safeguarding Policy**

### **(Exams)**

### **2024/25**

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Reviewed by: Exams Officer	
Approved by: Gary Holden (Assistant Headteacher)	
Date of next review	September 2025

## Key staff involved in the policy

Role	Name(s)
Head of Centre	Dean Watson
Senior Leader(s)	Mel Ward (Deputy Head Teacher)
Designated Safeguarding Lead	Clare Lomax (Deputy Head Teacher)
Designated Safeguarding Lead (deputy)	Martyn Gibbons (Pastoral Team Leader)
Exams Officer	Claire Baker
Data and Examinations Officer	Alison Abbott

## **Purpose of the Policy**

This policy details how Woodhey 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 Woodhey High School.

## **Policy Aims**

- To provide all exams-related staff at Woodhey 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 Woodhey High School;
- To contribute to the wider centre Safeguarding Policy and Child Protection Policy.

## **Section 1 - Roles and Responsibilities**

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

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 also undertake all relevant training etc.

Other exams staff including the Data and Examinations Manager, Lead Invigilator, Invigilators, facilitators for access arrangements 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**

Woodhey 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 members of staff such as Data and Office Manager, Exams Officer, Lead Invigilator, 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 LADO:

- 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 Woodhey 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 Woodhey 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 Woodhey High School are made aware of the Safeguarding and Child Protection Policy 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. In addition, invigilators receive safeguarding training from the DSL as part of their induction.

## Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
01/09/2021	Whole Staff 3 Yearly Basic Safeguarding Training	Exams Officer, Data and Office Manager, Access Arrangement Facilitators,
01/09/2024	Safeguarding Training	Exams Officer, Data and Office Manager, Access Arrangement Facilitators, Invigilators

## 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:

Child safeguarding – Level 1

E-Safety

Mental Health Awareness

Keeping Children Safe in Education

Prevention of Radicalisation

## Section 5 – Reporting

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

All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. Information should be kept confidential, logged on CPOMS and reported to the DSL (or DDSL in their absence). Records should include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome.

All staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns must be taken seriously. Depending on the nature of the concern, the DSL will decide on course of action. In addition, schools must know how and to whom external referrals should be made.

Woodhey High School use an electronic recording systems; CPOMS, where all staff raising a concern record details. In addition, it may well be appropriate for staff to also physically see the DSL (DDSL or anyone acting in absence of DSL) as soon as possible to report the issue, and where a member of staff is unsure

about the 'level' of seriousness of an issue, they must always inform the DSL as a priority. The DSL will then assess entries on the system and act accordingly. Steps should be as follows;

- Staff report concern to DSL in person
- Record the concern using the school's safeguarding recording system. • If the concern is about the DSL then the Head of Centre should be informed.
- If the concern is about the HoC, then the Chair of Academy Council is informed.
- Report to the police (via DSL if appropriate) where they discover either through disclosure or visual evidence, incidents of female genital mutilation (FGM)
- Be prepared to support the DSL in any action to be taken in support of a student(s)
- LLC's can be reported to the DSL (unless about the DSL) All HTC's must be reported to the Head of Centre (unless about the HoC)

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should follow the procedures in the Whistle Blowing Policy. The key information from this policy is disseminated as part of their training/induction.

## **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**

Where one-to-one support/supervision is taking place, this will either be in a room with a phone or the supervisor will be given a walkie talkie to request assistance.

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

Where a member of staff may accompany a candidate requiring a toilet break the supervisor would accompany the candidate to the toilet. Before the candidate enters the toilet, the supervisor will make a visual inspection of the toilet to check for banned materials. The supervisor would then stand in the main entrance to the toilet (where there are more than one toilet) or outside the toilet (where there is only one toilet) and listen for any signs of communication from the candidate.

Where a member of staff may accompany a candidate who is feeling unwell an assessment to the extent to which the candidate feels ill is undertaken before determining next steps. The Lead Invigilator will log the time the examination stops and record when the candidate left the room, the reason for leaving the room and the accompanying invigilator. The candidate is accompanied at all times, if the bathroom is required, follow the procedures for the toilet break. If the candidate requires first aid, a first aider is sent for. If the candidate remains too unwell to return to the exam room the Exams Officer/Assistant Head Teacher is sent for to make a decision about whether supervision measures can be put in

place until the candidate feels better or whether the exam will end for the candidate.

## References

### Keeping children safe in education

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

**Check someone's criminal record as an employer** [www.gov.uk/dbs-check](https://www.gov.uk/dbs-check-applicant-criminal-record)<https://www.gov.uk/dbs-check-applicant-criminal-record>[applicant-criminal-record](https://www.gov.uk/dbs-check-applicant-criminal-record)

**DBS Update Service** [www.gov.uk/dbs-update-service](https://www.gov.uk/dbs-update-service)

**DBS Checks for Schools** [www.onlinedbschecks.co.uk/job-sectors/dbs-checks-](http://www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/)[for](http://www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/)[schools/](http://www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/)