



**DISCOVERY**  
EDUCATIONAL TRUST

## **Safeguarding and Child Protection Policy (Examinations) 2024/25**

Title	Safeguarding and Child Protection Policy (Examinations) 2024/25
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## 1. Purpose

This Policy details how Chase High School (CHS) and St. Martin's School (SMS), in relation to the management, administration and conducting of examinations and assessments, ensure 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 CHS and SMS.

## 2. Aims

- To provide all examinations-related staff at CHS and SMS 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 CHS and SMS;
- To contribute to the wider Discovery Educational Trust Safeguarding and Child Protection Policy.

## 3. Roles and Responsibilities

### Designated Safeguarding Lead (DSL)

The DSL and any deputies take lead responsibility for safeguarding and child protection in relation to examinations and assessments. The DSL offers advice, support and expertise in all matters relating to safeguarding and child protection in relation to examinations and assessments.

### Examinations Officer

The Examinations Officer supports the DSL, as directed, and undertakes all relevant training.

### Other Examinations Staff

All Examinations staff, including all invigilators, undertake training as directed by the DSL, report safeguarding and child protection issues/concerns in line with Centre processes/Trust policy.

## 4. Staff

### Recruitment

CHS and SMS 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:

- completion of an application form, which includes employment history, and explains any gaps in that history;
- provision of two referees, including, at least, one who can comment on the applicant's suitability to work with children;
- provision of evidence of identity and qualifications;
- verification of mental and physical fitness to undertake work responsibilities;
- verification of professional qualifications, as appropriate;
- further additional checks, as appropriate, on candidates, who have lived or worked outside of the UK for more than three months in the last five years. This includes, where relevant, any

teacher sanctions or restrictions imposed by a professional regulating authority, and criminal records checks or their equivalent;

- references on all shortlisted candidates, including internal candidates, before interview. These are scrutinised and any concerns are resolved before confirming appointments;
- if offered employment, a check in accordance with the Disclosure and Barring Service (DBS) regulations, as appropriate to the role. This includes:
  - 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;
- if offered employment, evidence of the right to work in the UK;
- an interview 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 examinations-related activity, such as external invigilators/facilitators, are recorded in the Centre's Single Central Record (SCR). Evidence of completion of checks and any disclosure information is held in individual HR files (copies of certificates are not retained).

### **Existing Staff**

If there are concerns about an existing member of staff's suitability to work with children, all relevant checks are undertaken as if the individual was a new member of staff. This action is also 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 is 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'**

In line with Department for Education (DfE) Keeping Children Safe in Education guidance, new checks are required where there has been a break in Regulated Activity of 12 weeks or more.

To facilitate the maintenance of DBS checks for invigilators, who are likely to have a 12 (or more) week break in Regulated Activity, all invigilators are asked to subscribe to the DBS Update Service. This service allows a check to be undertaken each time an invigilator comes on site to invigilate after a 12 (or more week) break to ensure that nothing has been disclosed since the DBS Certificate was issued.

### **Agency Staff**

CHS and SMS do not employ agency staff for examination purposes.

## **5. Supporting Staff**

All examinations staff at CHS and SMS are made aware of the good practice guidelines and the Trust Staff Code of Conduct in relation to safeguarding and child protection.

They are informed and updated on the contents of the Trust Safeguarding and Child Protection Policy by training sessions, online information, hard copy information and online training courses.

## Training/Information Delivered

### CHS

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
09-Sep-24	Safeguarding/Child Protection	All Staff
Autumn Term	Safesmart Mandatory Training Module	All Staff

### SMS

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
02-Sep-24	Safeguarding/Child Protection	All Staff
Autumn Term	Safesmart Mandatory Training Module	All Staff
Autumn Term	Examinations Officer is CPOMS trained	All Staff

## Training and Guidance Content

All examinations staff are trained/updated on the following topics to ensure that they are complying with the Trust Safeguarding and Child Protection Policy and this Safeguarding and Child Protection (Examinations) Policy:

- Abuse of position of trust;
- Children, who may be particularly vulnerable;
- Children with Special Educational Needs and Disabilities (SEND), or who have mental health needs;
- Early help;
- Reporting attendance concerns;
- Staff reporting concerns about a colleague or other adult, who work with children (DET Procedure for Dealing with Safeguarding Allegations Against Adults in School);
- Trust Complaints Policy and 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;
- What to do if a member of staff or volunteer is concerned about a student's welfare;
- What to do if a student discloses to a member of staff or volunteer;
- Bullying, child-on-child abuse and harmful sexual behaviour;
- Child-on-child 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.

## 6. Reporting

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

- Child Protection Online Management System (CPOMS).

If a member of staff needs to make a complaint/report a colleague or other adult, who works with children, they must refer to the Trust Procedure for Dealing with Safeguarding Allegations Against Adults in School. This Procedure states that all concerns regarding adults in school should always be raised with the Headteacher, in the first instance, and with the DSL, if the Headteacher is unavailable for any reason.

## 7. 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 member must contact the Examinations Office via message on mobile phone.

### **Leaving the Examination Room Temporarily**

Where a member of staff may accompany a candidate requiring a toilet break, the member of staff must check the toilets for any other people present and then allow the candidate access. The member of staff should wait outside the toilet until the student comes out. If an unusual amount of time has passed, the member of staff should open the door and check on the student.

Where a member of staff may accompany a candidate, who is feeling unwell, the member of staff must first contact the Examinations Officer. The Examinations Officer can then decide whether the student should be taken to the First Aider/Medical Room, under supervision. The student must not be left alone at any point.

## 8. 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**

[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/)