

Appendix 15 – Child Protection & Safeguarding (Exams) 2022-23

This policy is reviewed annually to ensure compliance with current regulations

Key staff involved in the policy

Role	Name(s)
Head of centre	Mr A Bridson
Designated safeguarding lead	Mrs A Williams
Designated safeguarding lead (deputy)	
Exams officer	

Purpose of the policy

This policy details how Cardinal Langley RC 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 Cardinal Langley RC High School.

Policy aims

- To provide all exams-related staff at Cardinal Langley RC 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 Cardinal Langley RC High School
- 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, and will report child protection and safeguarding issues/concerns in line with centre processes/policy etc.

Section 2 – Staff

Recruitment

Cardinal Langley RC 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 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 members of staff, one of whom must be Safer Recruitment trained, 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

There is no statutory requirement to update DBS checks for existing staff, external invigilators/facilitators. A new disclosure application will be required for any invigilator if there is a break in service (see below) and the individual is not registered with the DBS update service.

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 Cardinal Langley RC 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 Cardinal Langley RC 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 Cardinal Langley RC High School 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 e-mail/online information, and are required to confirm that all relevant documents have been read and understood

Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
September 2022	Child Protection & Safeguarding Policy, Guidance for Safe Working Practice & Keeping Children Safe in Education	All centre staff including 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:

See above table

Section 5 – Reporting

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

See the school’s [Child Protection & Safeguarding Policy & Procedures](#)

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 guidance set out in the school's **Child Protection & Safeguarding Policy & Procedures**

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

A member of staff involved in invigilation on a one-to one basis will always have access to a mobile phone or a school phone

Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break the member of staff will check that the facility is empty, and will leave the student outside the cubicle

Where a member of staff may accompany a candidate who is feeling unwell, that member of staff will accompany the candidate to the First Aid room after summoning a member of staff trained in first aid.

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/