

<b>Last reviewed</b>	November 2024	
<b>Review cycle</b>	Annually	
<b>Issue control</b>		
<b>Date to be reviewed</b>	<b>Comment</b>	<b>Updated by</b>
September 2025	To be added to main Safeguarding Policy in Sep 2025	DSL

## **2024-25 EXAMS CHILD PROTECTION AND SAFEGUARDING POLICY ANNEX**

### **Key staff involved in the policy**

Role	Name
Head of centre	Ben McCarey
Designated safeguarding lead	Jack Talman
Exams officer	Rachel Al-Azzari

## Purpose of the policy

This policy details how Frensham Heights 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 Frensham Heights School

Frensham Heights School ensures compliance with the statutory guidance for schools and colleges as set out in the Department for Education's [Keeping children safe in education 2024](#) publication.

## Policy aims

- To provide all exams-related staff at Frensham Heights 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 pupils, parents/carers and other partners when taking examinations and assessments at Frensham Heights School
- To contribute to the wider centre Child Protection and Safeguarding Policy

## Introduction

All staff involved in the management, administration and conducting of examinations at Frensham Heights School are made aware of their safeguarding responsibilities. This includes raising awareness and understanding of the role played by these staff members in safeguarding and promoting the welfare of children whilst they are undertaking their examinations/assessments.

As part of the training given to staff involved in the management, administration and conducting of examinations/assessments, the following are highlighted as part of an induction/training programme:

- Safeguarding & Child Protection policy
- Behaviour Management Policy
- Staff Behaviour & Code of Conduct Policy (sometimes called a code of conduct)
- Low Level Concerns Policy
- Whistleblowing Policy
- safeguarding response to children who are absent from examinations, particularly on repeat occasions and/or prolonged periods
- the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies)

## Section 1 – Roles and Responsibilities

### Designated safeguarding lead (DSL) and Deputy designated Safeguarding Leads (DDSLs)

The DSL (and deputies) 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

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

### Other exams staff

Invigilators will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy, etc..

### Teaching staff

Teaching staff responsible will ensure that where candidates are taking non-examination assessments, they will check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities, etc.

## **Section 2 – Staff**

### **Recruitment**

Frensham Heights 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 as outlined in our Safer Recruitment Policy. This includes:

- completing an application form which includes their employment history and explains any gaps in that history
- providing two referees
- 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

### **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.

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 Frensham Heights 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 Frensham Heights School

- are made aware of the good practice guidelines and staff code of conduct in relation to child protection and safeguarding
- receive appropriate safeguarding and child protection training at induction/the centre's annual exam update training session. This training is regularly updated to include the most up-to-date guidance from the relevant authorities
- receive safeguarding and child protection (including online safety) updates as required, and at least annually, to continue to provide them with the relevant skills and knowledge to safeguard children effectively. This includes updates on the centre's Child Protection and Safeguarding Policy by the requirement to participate in an annual training day including a specific session on Safeguarding delivered by the DSL.
- Confirm that they have read and understood the latest version of Keeping Children Safe in Education released that September.

## **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: Safeguarding Practices and Processes at Frensham Heights School, Online Safety (including the school Filtering and Monitoring System), Recognising potential signs of abuse, how to respond to safeguarding concerns, how to respond to a disclosure.

## **Section 5 – Reporting**

The process for staff to report issues/concerns relating to child protection and safeguarding is that they should inform the DSL by either adding an entry onto CPOMS, speaking to the DSL or any DDSL in person or emailing their concern to [dsl@frensham.org](mailto:dsl@frensham.org) .

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 school Whistleblowing Policy.

## **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**

Invigilators will contact the Exams Officer for assistance in case of any concern that need immediate action. They are able to do this via email, teams and via mobile phone if needed. They will also

contact Reception who will be able to take action to find any other relevant member of staff needed depending on the nature of the concern.

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

Toilet areas are checked before exams start each day and regularly during the day. In the Main Exams Area (Sports Hall) the male toilet facility is directly off the exams room and male students ask and are then observed going to the toilet facility by invigilators, but not in the facility. Female students and those requiring gender neutral toilet facilities are accompanied by a member of staff to the toilet facility, the member of staff waits outside the facility.

If a candidate is feeling unwell the Health Centre and Exams Officer will be informed. If necessary, Reception will be contacted in order to arrange for a member of staff to accompany the candidate to the Health Centre. A member of staff will wait with the candidate outside the exam hall until they can be accompanied to the Health Centre where an assessment will be made of next steps in regard to the candidate's health. The Health Centre and exams officer will determine next steps to be taken in regard to the examination.

### **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/)