



# CHILD PROTECTION AND SAFEGUARDING POLICY (Exams)

2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
January 2024	
Date of next review	January 2025

## Key staff involved in the policy

Role	Name(s)
Head of centre	Mr A McLeod
Designated safeguarding lead	Mr D Bibby
Designated safeguarding lead (deputy)	Mrs J Colby, Mr A MacLeod, Rebecca Alexander Miss E George, Mrs R Kenneally,
Exams officer	Mrs V Middleton

## Purpose of the policy

This policy details how The Piggott 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 The Piggott School.

## Policy aims

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

## Section 1 – Roles and Responsibilities

### **The roles and responsibilities of the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead.**

Members of the School's Leadership Team have been assigned to the roles of DSL and Deputy DSL for Safeguarding children. They have received appropriate training and support for the roles. Rebecca Alexander, Joanne Colby, Alex MacLeod, David Bibby, Rebecca Kenneally, Emily George. The Deputy DSLs will provide additional support to ensure the responsibilities for safeguarding children are fully embedded within the school ethos and that specific duties are discharged. This will entail supporting the DSL in dealing with referrals, attending Case Conferences and supporting the child/children. We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils. The Designated Safeguarding Lead will ensure a structured procedure within the school, which will be followed in cases of suspected abuse. According to the Equality Act 2010, the school must not unlawfully discriminate against any pupil because of their sex, race, disability, religion, gender reassignment, pregnancy or sexual orientation (protected characteristics) Schools should consider carefully how they support students with protected characteristics. The Designated Safeguarding Lead will also have a good understanding of the filtering and monitoring systems and processes in place at our school. **Exams officer**

## Section 2 – Staff

### **Recruitment**

The Piggott 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 – Please refer to The Piggott Policy with Regard to the Safeguarding of Children, last reviewed Autumn 2023.

### **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**

Although there is no statutory requirement to update DBS checks for existing staff, external invigilators/facilitators will undertake a 'rolling DBS check' should there be a break in 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 The Piggott 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 The Piggott 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 The Piggott 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

## **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:

Please refer to The Piggott Policy with Regard to the Safeguarding of Children, last reviewed Autumn 2023

## **Section 5 – Reporting**

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

Please refer to The Piggott Policy with Regard to the Safeguarding of Children, last reviewed Autumn 2023

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

The use of the Daily Invigilator Whats App group will be used

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

Where a member of staff may accompany a candidate requiring a toilet break for example, and dependent on the nature of the facilities in the centre, the member of staff is required to first check that the facilities are unoccupied, at what point the candidate is left unaccompanied (at the entrance to the facility/the entrance to the cubicle)

Where a member of staff may accompany a candidate who is feeling unwell all relevant protocols to be followed, including reporting the situation on the daily whats app group and recording on the Exams Assist exam portal.

## **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/)