CHILD PROTECTION AND SAFEGUARDING POLICY (Exams)

2025/26

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Directors	
Date of next review	November 2026

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Key staff involved in the policy

Role	Name(s)
Head of centre	Pritam Vekaria
Designated safeguarding lead	Paul Connolly
Designated safeguarding lead (deputy)	
Exams officer	Alexandre Silva

Purpose of the policy

This policy details how **Whitefriars 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 **Whitefriars School.**

Whitefriars 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 **Whitefriars 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 **Whitefriars 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 **Whitefriars 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:

- child protection policy (which should amongst other things also include the policy and procedures to deal with child-on-child abuse)
- behaviour policy (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)
- staff behaviour policy (sometimes called a code of conduct) should amongst other things, include low-level concerns, allegations against staff and whistleblowing
- 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)

Paul Connolly 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

As Exams Officer, I will support the Designated Safeguarding Lead (DSL) as directed, ensuring that all examination processes align with the school's safeguarding policy. This includes coordinating the preparation and setup of examination venues to meet safety and accessibility standards and training invigilators on safeguarding protocols to handle any issues that may arise. I will undertake all relevant training to remain updated on safeguarding practices, monitor student welfare during exams, and act on any immediate concerns by reporting them to the DSL. Additionally, I will oversee the implementation

of approved access arrangements to support students with special needs, promoting an inclusive examination environment. Ensuring the confidentiality and security of student data and examination materials is also a critical aspect of my role, adhering to data protection policies to safeguard student privacy. My responsibilities are carried out in line with JCQ regulations and other relevant standards to maintain the integrity and safety of the examination process.

Other exams staff: Invigilators, facilitators of access arrangements, TA will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy, etc.

Teaching staff: The teaching staff 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

Whitefriars 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
- Provide two referees, including at least one who can comment on the applicant's suitability to work with children
- Provide 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 for all short-listed candidates, including internal candidates, before the interview. We will scrutinise these and resolve any concerns before confirming appointments.
- if offered employment, be checked by 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 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 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' every 3 years.

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 be 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 **Whitefriars 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 **Whitefriars 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 **Whitefriars 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.

Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
Every Monday, on all staff briefings, the DSL updates all staff.	Update of safeguarding issues.	All staff including the invigilator and TA.

Section 4 – Reporting

The process for staff to report issues/concerns relating to child protection and safeguarding is to speak with DSL or Safeguard member to raise to issue/concern.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should detail the complaint/reporting/whistleblowing process/procedure to the DSL or a Safeguard member.

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

Staff must have access to a working mobile phone, two-way radio, or an emergency call button in the exam room. These tools must be operational and easily accessible during the session.

In case of a concern or emergency, staff should contact:

- The Exams Officer or another designated senior staff member.
- The Centre Safeguarding Lead or Deputy Safeguarding Lead if a safeguarding concern arises.
- Emergency services if the situation requires immediate external intervention (e.g., a medical emergency).

Steps to follow:

- Remain calm and ensure the candidate is safe.
- Notify the nearest available staff member for additional support if necessary.
- Record the incident in the appropriate logbook or incident form after assistance is summoned.

Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break:

- Initial checks: Before allowing the candidate to enter, the staff member must check that the toilet facilities are unoccupied. This includes ensuring that no other students or unauthorised individuals are present.
- Supervision point: If possible, the staff member must remain outside the toilet entrance, ensuring the candidate's privacy while maintaining visual or audible contact.

Where a member of staff may accompany a candidate who is feeling unwell:

The staff member should assess the severity of the candidate's condition. If the candidate requires immediate care:

- Escort the candidate to the designated medical/first aid room.
- Alert the Centre's First Aider immediately.
- Contact the candidate's parent/guardian if necessary, as per the centre's protocols.

If the candidate cannot leave the room, summon assistance to provide on-the-spot care while ensuring exam security and minimal disruption to other candidates.

Safeguarding considerations: Ensure that the candidate is not left alone at any point unless medical personnel explicitly advise otherwise.

Reporting: Record the incident, including actions taken and those involved, in the relevant incident log.

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/