



**ASHFIELD  
SCHOOL**

# **CHILD PROTECTION AND SAFEGUARDING POLICY (EXAMS)**

2022/23

**Date of issue:** 05/09/2022



## Key staff involved in the policy

Role	Name
Head of centre	John Maher
Designated safeguarding lead	Del Nicholls
Designated safeguarding lead (deputy)	Sally Marsh
Exams officer	Rachel Talbot
Senior leader(s)	Nicola Hillyard



## Purpose of the policy

This policy details how Ashfield 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 Ashfield School.

## Policy aims

- To provide all exams-related staff at Ashfield 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 Ashfield 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** including invigilators, facilitators of access arrangements etc.

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

## Section 2 - Staff

### Recruitment

Ashfield 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 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
- 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, however, to comply with the 'break is service' regulations exam invigilators will be asked to register their Enhanced DBS certificate into the DBS Update Service. This subscription will need to be renewed annually at a cost of £13 per year. The first year of registration will be paid for by the school and the individuals are responsible for the subscription fee thereafter. The cost of the initial Enhanced DBS certificate will be covered by the school. Invigilators will provide consent for the designated senior member of staff in charge of safeguarding arrangements, or a member of the Trust HR team, to carry out an online check to view the status of their existing enhanced DBS certificate via the Update Service on a regular basis.

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 Ashfield School.

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

### **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 Ashfield 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 internal and online training sessions, and online information.

All staff and volunteers are trained to be aware of the indicators of abuse and neglect and understand how vital early identification is so that support can be put in place. Staff and volunteers are also aware of the specific safeguarding issues that indicate or inform of concerns or incidents linked to child criminal exploitation and child sexual exploitation.

## **Section 4 - Reporting**

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

Staff are trained and aware of the importance of reporting concerns directly to the designated safeguarding lead or a member of the senior leadership team should the designated safeguarding lead not be available. Staff are trained to always be vigilant and always raise any concerns with the designated safeguarding lead (or deputy).



When staff have a safeguarding concern, they will inform the DSL face to face when urgent and always in a timely manner and in writing. Staff will log and record on the electronic log through their individual log on for CPOMS.

If the DSL is not available, any concerns are reported to the Deputy DSL. If there is a concern about a member of staff, this should be reported to the head teacher.

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 in the whistleblowing (exams) policy.

## Section 5 - 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 mobile phone is available in all exams room on a one-to-one basis and all staff are aware to contact the exams officer immediately if there are any areas of concern.

### Leaving the examination room temporarily

- **Candidate requiring a toilet break**

The member of staff is required to first check that the facilities are unoccupied, the candidate is then left unaccompanied at the entrance to the cubicle. Only single cubicles are used in examinations and CCTV covers the entrance to all available toilets.

- **Candidate who is feeling unwell**

The member of staff must contact the exams officer in all instances. Staff are to take the candidate to first aid where possible or first aid will be available to attend the exams room in an emergency.

## 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/)

## General data Protection Regulation

All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

