



**REDHILL SCHOOL**

# **CHILD PROTECTION AND SAFEGUARDING POLICY**

## **(Exams)**

### **2023/24**

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

## Key staff involved in the policy

Role	Name(s)
Head of centre	Mr J Clayton
Designated safeguarding lead	Mr J Bacciochi
Designated safeguarding lead (deputy)	Mrs C Mather, Mr J Clayton
Exams officer	Mrs E Dadge

## Purpose of the policy

This policy details how Redhill 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 Redhill School.

## Policy aims

- To provide all exams-related staff at Redhill 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 Redhill School
- To contribute to the wider centre Child Protection and Safeguarding Policy

## Section 1 – Roles and Responsibilities

### Designated safeguarding lead (DSL)

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 and ensure all examination staff are fully trained in safeguarding procedures at Redhill School.

### Exams officer

Will support the DSL as directed, and assist in the organisation of training for Invigilators

### Other exams staff (Invigilators, Access Arrangement Facilitators)

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

## Section 2 – Staff

### Recruitment

Redhill 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, external invigilators/facilitators will undertake a 'rolling DBS check' every 3 years, with a requirement to sign a declaration each year to confirm they will update the school on any changes to their DBS status.

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 attend annual training and complete a declaration confirming their DBS status has not altered since their last period of work. This will not apply to any invigilators who meet the 'frequency test' at Redhill 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.

### **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 Redhill 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 attending annual training sessions and receiving the updated documents at the start of each year. Invigilators are required to declare that they have read and understood the documents.

## Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
TBC	Child Protection	Invigilators
19.09.2023	Safeguarding Documents emailed	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:

- Code of Conduct
- Guidance for Safer Working Practice for Adults Who Work with Children & Young People
- Asbestos Register/Management Plan
- Keeping Children Safe in Education (KCSIE 2022)
- Mandatory Reporting of Female Genital Mutilation
- Sexual Violence and sexual harassment between children in schools and colleges
- SVAT Anti-Fraud Policy
- SVAT Complaints Policy
- SVAT Data Protection
- SVAT Gifts & Hospitality Policy
- SVAT Whistleblowing Policy
- The Prevent duty
- What to do if you're worried a child is being abused
- Redhill Child Protection Policy
- Working Together to Safeguard Children
- Low-Level Concerns Policy

## Section 5 – Reporting

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

- Complete a referral on CPOMS
- For invigilators who will not always have access to CPOMS, speak to the DSL who will advise of the next steps

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should speak to the Headteacher. If the complaint is against the Headteacher, the referral should be made to the Chair of Governors.

## 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/facilitators should contact the Exams Officer in the first instance, via the normal summoning assistance process. The Exams Officer will contact the DSL or other relevant member of staff to assist.

### Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break the member of staff is required to first check that the facilities are unoccupied. The candidate is then allowed into the toilets and is left unsupervised. The member of staff ensures no other student enters the toilets whilst the exam candidate is in the toilet.

Where a member of staff may accompany a candidate who is feeling unwell the candidate should be escorted to Resources and the invigilator should remain with the student until a point at which another member of staff can take over supervision, or it is decided that the candidate will not be returning to the exam room (if this is one hour after the published start time of the exam). If the student leaves the exam room within the hour of the published start time, the invigilator should contact the Exams Officer who will find suitable supervision for the candidate to allow the invigilator to return to the exam room. All exam bases will have an additional invigilator to the required ratio to ensure an invigilator is able to deal with toilet/illness breaks.

## 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/)