



Wallington High School for Girls

Child Protection and Safeguarding Policy (Exams)

Centre No. 14741

1. Purpose of this Policy	2
2. Policy Aims	2
3. Roles and Responsibilities	2
4. Staff	2
5. Reporting	3
6. Protocols for one-to one support/supervision	4
7. References	4

This policy is reviewed annually to ensure compliance with current regulations

REVIEW

Last reviewed: January 2023

To be reviewed: January 2024

1. Purpose of the policy

This policy details how Wallington High School for Girls 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 Wallington High School for Girls.

This policy must be read in conjunction with the Girl's Learning Trust Child Protection Policy.

2. Policy aims

- To provide all exams-related staff at Wallington High School for Girls 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 Wallington High School for Girls
- To contribute to the centre Child Protection Policy

3. Roles and Responsibilities

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

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 etc.

Exams officer will support the DSL as directed, and undertake all relevant training and provide opportunities and organise for invigilators to undertake the relevant training.

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

4. Staff

Recruitment

Wallington High School for Girls 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 appropriately training members of staff

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.

'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 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 school.

Supporting staff

All exams staff at Wallington High School for Girls 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, KCSIE and any other relevant Child Protection updates by an annual in-person training session. Invigilators also receive the regular safeguarding bulletin.

5. Reporting

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

- using CPOMS to log their concerns
- alternatively by contacting the DSL (or Deputy DSL if DSL not available)

All safeguarding concerns involving allegations made against staff must be reported directly to the relevant Headteacher (or CEO) who will consult with the Local Authority

Designated Officer if necessary. Statutory guidance requires all staff to report low level safeguarding concerns to the relevant Headteacher (or CEO). Concerns about a Headteacher should be reported to the Trust CEO; concerns about the CEO should be reported to the Chair of the Trust.

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

Where possible a roving invigilator will be placed outside the room in case of emergency or if a student requires a toilet or movement break. If this is not possible, the invigilator working on their own with a student(s) will be given a walkie-talkie in order to contact the Exams Officer. If student requires pastoral care, the invigilator will walk the student to the green room to see one of the Pastoral team. If a student requires medical assistance, they will be escorted to the first aid room.

7. 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/