



# CHILD PROTECTION & SAFEGUARDING POLICY (EXAMS)

Policy is aligned to current JCQ Regulations effective from:	<b>September 2025</b>
Agreed with Support Staff Trade Unions	<b>n/a</b>
Adopted by the Governing Body	<b>Dec 24</b>
Next Review Due	<b>Dec 26</b>
Agreed with Teacher Trade Unions and Professional Associations	<b>n/a</b>

## **Purpose of the policy**

This policy details how Welland Park Academy, ensures that the moral and statutory responsibility to safeguard and promote the welfare of children is met in relation to the management, administration and conducting of examinations and assessments.

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 Welland Park Academy.

Welland Park Academy ensures compliance with the statutory guidance for schools and colleges as set out in the Department for Education's Keeping children safe in education 20245 publication.

## **Policy aims**

- To provide all exams-related staff at Welland Park Academy 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 Welland Park Academy
- To contribute to the wider centre Child Protection and Safeguarding Policy

## **Introduction**

All staff involved in the management, administration and conducting of examinations at Welland Park Academy 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)

The DSLs listed below will take lead responsibility for child protection and safeguarding in relation to examinations and assessments. The DSLs will offer advice, support and expertise in all matters relating to child protection and safeguarding in relation to examinations and assessments etc.

Mrs D Pendell (Lead)	Mrs C Gerald	Mrs R King
Ms A Mee	Mrs K Hardy	Mr P Leatherland
Mr S Blades	Mrs F Horne	Mr M Towers
Mrs C Bowden	Mr M Jerred	Mrs E Ferreri
Mrs E Askham		

### Exams officer

The Exams Officer, Julie Daly, will support the DSLs as directed, and undertake all relevant training etc.

### Other exams staff

The externally appointed invigilators/access arrangement facilitators listed below will undertake training as directed by the DSLs, report child protection and safeguarding issues/concerns in line with centre processes/policy etc.

Margaret Lewis	Elizabeth Colombo	Dave Newby
Debbie Ellis	Rosita Yarnold	Vanessa Russell
Tracy Wilding	Lorraine Peck	Deborah Narciso
Vanessa Langridge	Rowena Stringer	Janet Wells
Barbara Wallis	Rick Hill	Sarah Saltinstall
Jorden Newby	Di Spiller	Chris Clipston
Jane Holyland	Chris Totton	Tina Gummery
Linda Cowd	Denise Line	Tina Marvell

The internal members of staff listed below that act as facilitators for access arrangements in exams will undertake training as directed by the DSLs, report child protection and safeguarding issues/concerns in line with centre processes/policy etc.

Caron Clipston	Laura Hawkrige	Aimee Thurston
Alison Carmichael	Kara Alden	Rebecca Votier
Mia Gerald	Emma Scott	Victorai Hedge
Sara Dexter	Becky Keys	Sian Siberry
Melissa Farrell	Freya Draper	Gillian Smith
Ben Lewis	Donna Norman	Ava Paul
Sarah Ingram	Aimee Swann	

## **Teaching staff**

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**

Welland Park Academy 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

### **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/AA 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 12 months.

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/AA facilitators will be required to register with the DBS Update Service on an annual basis and provide consent for the Exams Officer and/or 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 Welland Park Academy – 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 Welland Park Academy.

**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 Welland Park Academy:

- 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. This includes updates on the centre’s Child Protection and Safeguarding Policy by online information/hard copy information.

**Training/information delivered**

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
October 25	Annual training in safeguarding for staff (on-line)	All internal members of staff
October 25	Keeping children safe in education 2024, DSLs, safeguarding procedure etc – hard copy information	External invigilators/AA facilitators

## **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:

- KCSIE 2024
- Guidance for Schools: Forced Marriage & Female Genital Mutilation
- LCC Safeguarding in Education Induction. Child Protection Information Safer Working Practice
- Protecting vulnerable people from being drawn into terrorism & extremism
- LCC Safer Working in Education Settings
- Child Sexual Exploitation
- Domestic Abuse Information
- Recognising child abuse and neglect
- Understanding other types of harm
- Responding to and managing disclosures
- Information sharing and record-keeping
- Invigilation/facilitation and/or centre supervision with a candidate on a one-to-one basis
- Escorting a candidate to the toilet
- Dealing with a candidate who refuses to come out of the toilet
- Dealing with a candidate who has been taken out of the exam room due to illness
- Dealing with a candidate who has fallen asleep in the exam room]

## **Section 5 – Reporting**

The process for staff to report issues/concerns relating to child protection and safeguarding is to report the matter in the first instance confidentially to a DSL and then put a statement in writing.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should refer to the centre's Whistleblowing Policy – which is stored in the Exams Office and electronical in the 'staff read only' folder on the school network

## **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**

In relation to exams the first point of call will be to the exams officer who will then summons assistance from either a DSL, a first aider or SLT if necessary.

### **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, at which point the candidate will be allowed to enter the facility unaccompanied, but with the member of staff remaining at the entrance to the facility.

Where a member of staff may accompany a candidate who is feeling unwell, the member of staff will contact the exams officer in the first instance, who will then assess whether a first aider is required and/or whether the candidate is then fit to re-enter the exam room and continue with the examination.

## 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/)