

CHILD PROTECTION AND SAFEGUARDING POLICY (Exams)

2022/23

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
R. Kitley	
Date of next review	October 2023

Key staff involved in the policy

Role	Name(s)
Head of centre	Rachel Kitley
Designated safeguarding lead	Roger Lyon
Designated safeguarding lead (deputy)	Karen Jupe
Exams officer	Abi Barnes

Purpose of the policy

This policy details how Cowes Enterprise College, 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 Cowes Enterprise College.

Policy aims

- To provide all exams-related staff at Cowes Enterprise College 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 Cowes Enterprise College
- To contribute to the wider centre Child Protection and Safeguarding Policy

Section 1 – Roles and Responsibilities

Designated safeguarding lead (DSL)

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

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

Other exams staff

Exams and Data assistant (s), invigilators, facilitators of access arrangements 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

Cowes Enterprise College 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
- verifying their professional qualifications, as appropriate
- carrying out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK
- 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
- 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 year.

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 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 Cowes Enterprise College – 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 Cowes Enterprise College.

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 Cowes Enterprise College 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 training sessions and all issued a hard copy.

Training/information delivered

All invigilators receive safeguarding training each year, this is documented and held in the training folder in the exam office.

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:

- Safeguarding Level 2 (Educare: online)
- Child protection procedures (Educare: online)
- Taking action (Educare: online)
- If a member of staff or volunteer is concerned about a pupil's welfare (Educare: online)
- If a pupil discloses to a member of staff or volunteer (Educare: online)
- Group training session on taking action, concerns if there is a disclosure

Section 5 – Reporting

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

All issues/concerns need to be logged using the college's CPOMs system. If the matter is serious or there is an emergency then staff should report directly to DSL/DDSL in the first instance.

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 Whistleblowing Policy (copy attached in appendices) which details process to follow.

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

Use the walkie talkies provided to call for the Exams Officer/Assistant to come immediately.

Leaving the examination room temporarily

If a student needs a toilet break they will need to be accompanied by a member of staff. Staff will need to ensure that there are enough invigilators in the exam room before they leave. If they are not able to accompany the student then they will need to call for assistance using the radio. They must first check that the facilities are unoccupied and bags are not being stored in this area. The member of staff must wait outside the entrance of the facilities for the student to come out. No one else will be able to use the facilities whilst they are there. Student's will be accompanied to and from the facilities without communicating with anyone, including the member of staff. Only one student can be accompanied at any given time. The relevant forms will need to be completed to log the incident.

If a student is feeling unwell then the member of staff will need to speak with the Exam Officer/Assistant. It must be established whether the student is too ill to continue with the exam or just requires a toilet break. If too unwell to continue they can leave the exam room, one hour after it has started and up to half an hour before it finishes. The student needs to be accompanied to the medical room and parents will need to be called to take them home. The relevant forms will need to be completed by staff. Students need to be aware that they will be unable to resit the exam during the same season. Exam boards are not always sympathetic to students who are unwell and special consideration may not be granted. The student, and parent will need to understand this.

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/