



SIR WILLIAM  
PERKINS'S  
SCHOOL

# Child Protection and Safeguarding Policy (Exams)

## 2024/25

<b>Child Protection and Safeguarding Policy (Exams)</b>	<b>November 2024</b>
Person(s) Responsible:	Head, Designated Safeguarding Lead, Exams Officer
Date Approved:	November 2024
Approved by:	Deputy Head (Academic)
Date of next Review:	November 2025

This policy is reviewed annually to ensure compliance with current regulations

## Key staff involved in the policy

Role	Name(s)
Head of Centre	<b>Debbie Picton</b>
Designated safeguarding lead	<b>Heather O'Connor</b>
Designated safeguarding lead (deputy)	<b>Amanda Stebbings, Debbie Payne, Kate Davis, Trevor Kirby, Tricia Tyler</b>
Exams officer	<b>Gemma Loates</b>

### Purpose of the policy

This policy details how Sir William Perkins's 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 Sir William Perkins's School.

Sir William Perkins's School ensures compliance with the statutory guidance for schools and colleges as set out in the Department for Education's Keeping children safe in education 2024 publication.

### Policy aims

- To provide all exams-related staff at Sir William Perkins's 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 Sir William Perkins's School
- To contribute to the wider centre Child Protection and Safeguarding Policy

## **Introduction**

All staff involved in the management, administration and conducting of examinations at Sir William Perkins's School 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 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

### **Exams officer**

The exams officer will support the DSL as directed, and also undertake all relevant training

### **Other exams staff**

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

### **Teaching staff**

All 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

## **Section 2 - Staff Recruitment**

Sir William Perkins's 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 students 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 students, including internal students, 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 one member of the senior leadership team, 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 HR advisor 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 Sir William Perkins's 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 Sir William Perkins's School.

### **Section 3 - Supporting staff**

All exams staff at Sir William Perkins's School:

- 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 annual in person training updates and hard copy information. Training sessions are held each year in the autumn/spring term.

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
06/12/2023	KCSIE, Safeguarding	Invigilators
29/11/2024	Updates to KCSIE and Safeguarding	Invigilators
27/03/2024	Child Protection & Safeguarding	Invigilators
19/11/2024	Child Protection & Safeguarding	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:

- Abuse of position of trust
- Children who may be particularly vulnerable
- Children with special educational needs and disabilities or have mental health needs
- Early help
- Reporting attendance concerns
- Staff reporting concerns about a colleague or other adult who works with children (Whistleblowing)
- Complaints procedure
- Site security
- Confidentiality and information sharing
- Photography and images
- Child protection procedures
- Recognising abuse - physical abuse, emotional abuse, sexual abuse and neglect
- Indicators of abuse
- Taking action
- If a member of staff or volunteer is concerned about a student's welfare
- If a student discloses to a member of staff or volunteer
- Bullying, peer on peer abuse and harmful sexual behaviour
- Child on child sexual violence and sexual harassment
- Youth produced sexual imagery
- Serious violence
- Child sexual exploitation (CSE) and child criminal exploitation (CCE)
- So-called 'honour based' abuse
- Female genital mutilation
- Forced marriage
- Protecting children from radicalisation and extremism
- Domestic abuse

## **Section 5 - Reporting**

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

If a member of staff suspects abuse, spots signs or indicators of abuse, or they have a disclosure of abuse made to them they must:

1. Make an initial record of the information related to the concern.
2. Report it to the DSL or Deputy DSL immediately.
3. The DSL will consider if there is a requirement for immediate medical intervention, however urgent medical attention should not be delayed if a DSL is not immediately available.
4. Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:
  - Dates and times of their observations
  - Dates and times of any discussions in which they were involved.
  - Any injuries
  - Explanations given by the child / adult
  - Rationale for decision making and action taken. Any actual words

or phrases used by the child

5. The records must be signed and dated by the author or / equivalent on electronic based records
6. In the absence of the DSL or their Deputy, staff must be prepared to refer directly to C-SPA (and the police if appropriate) if there is the potential for immediate significant harm

Any concern about the Head should be raised with the Chair of Governors, who can be contacted for this purpose by asking the Clerk to the Governors to arrange for Chair of Governors to telephone them in confidence.

A concern may be raised verbally or in writing. Staff who wish to make a written report should use to the following format:

- The background and history of the concern;
- The reason why they are particularly concerned about the situation or individual.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should speak in the first instance, to the Area Schools Officer or LADO in accordance with the Whistleblowing Policy.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about a way a concern is being handled by their School. Staff can call: 0800 028 0285 - line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

## **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 student the following protocols should be followed.

### **Summoning immediate assistance in case of any concern**

The exams officer should be contacted immediately via mobile phone if they have any concerns for a student. Where the concern requires further assistance the roving invigilator can be summoned into the room.

### **Leaving the examination room temporarily**

Where a member of staff may accompany a student requiring a toilet break this will be noted on the invigilation log. The member of staff is required to first check that the facilities are unoccupied, and will leave the student unaccompanied at the entrance to the cubicle. Where a member of staff may accompany a student who is feeling unwell this will be noted in the invigilation log and the student will be escorted to the medical room and remain under supervision until collected by a parent/carer

## 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/)