



# Child Protection and Safeguarding Policy (Exams)

2024/25

This policy is reviewed annually to ensure compliance with current regulations

	<b>Version 2.0</b>
Approved by Education and Standards Committee	February 2024
Noted by Full Governing Board	March 2024
Next Review Date	Spring 2025
Statutory/Non Statutory	Statutory
Key Individual	Lucy Harrison, Headteacher

## Key staff involved in the policy

Role	Name(s)
Head of centre	Lucy Harrison
Exams officer line manager (Senior leader)	Oliver Oakley
Exams officer	Arran Wilson
Designated Safeguarding Lead	Jo Mahoney

## Contents

Key staff involved in the policy .....	1
Purpose of the policy.....	3
Policy aims.....	3
Section 1 – Roles and Responsibilities.....	3
Section 2 – Staff .....	3
Section 3 – Supporting staff .....	5
Section 4 – Areas covered .....	5
Section 5 – Reporting.....	6
Section 6 - Protocols for one-to one support/supervision .....	8

## **Purpose of the policy**

This policy details how Archer Academy, 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 Archer Academy.

## **Policy aims**

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

## **Section 1 – Roles and Responsibilities**

### **Designated safeguarding lead (DSL)**

The Designated Safeguarding Lead, 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. Also, undertake/facilitate all relevant training

### **Exams officer**

The Exams Officer will support the DSL as directed.

## **Section 2 – Staff**

### **Recruitment**

Archer 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
- 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**

This may be via subscribing to the update service, signing the Archer DBS declaration form, or by completing a new Enhanced DBS check.

Although there is no statutory requirement to update DBS checks for existing staff, external invigilators/facilitators will undertake a 'rolling DBS check' annually. This may be via subscribing to the update service, signing the Archer DBS declaration form, or by completing a new Enhanced DBS check.

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 the Archer 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 the Archer 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 Archer Academy 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, online information and hard copy information.

### **Training/information delivered**

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
April 2022	Safeguarding training (online)	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:

The content may include the following:

- 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

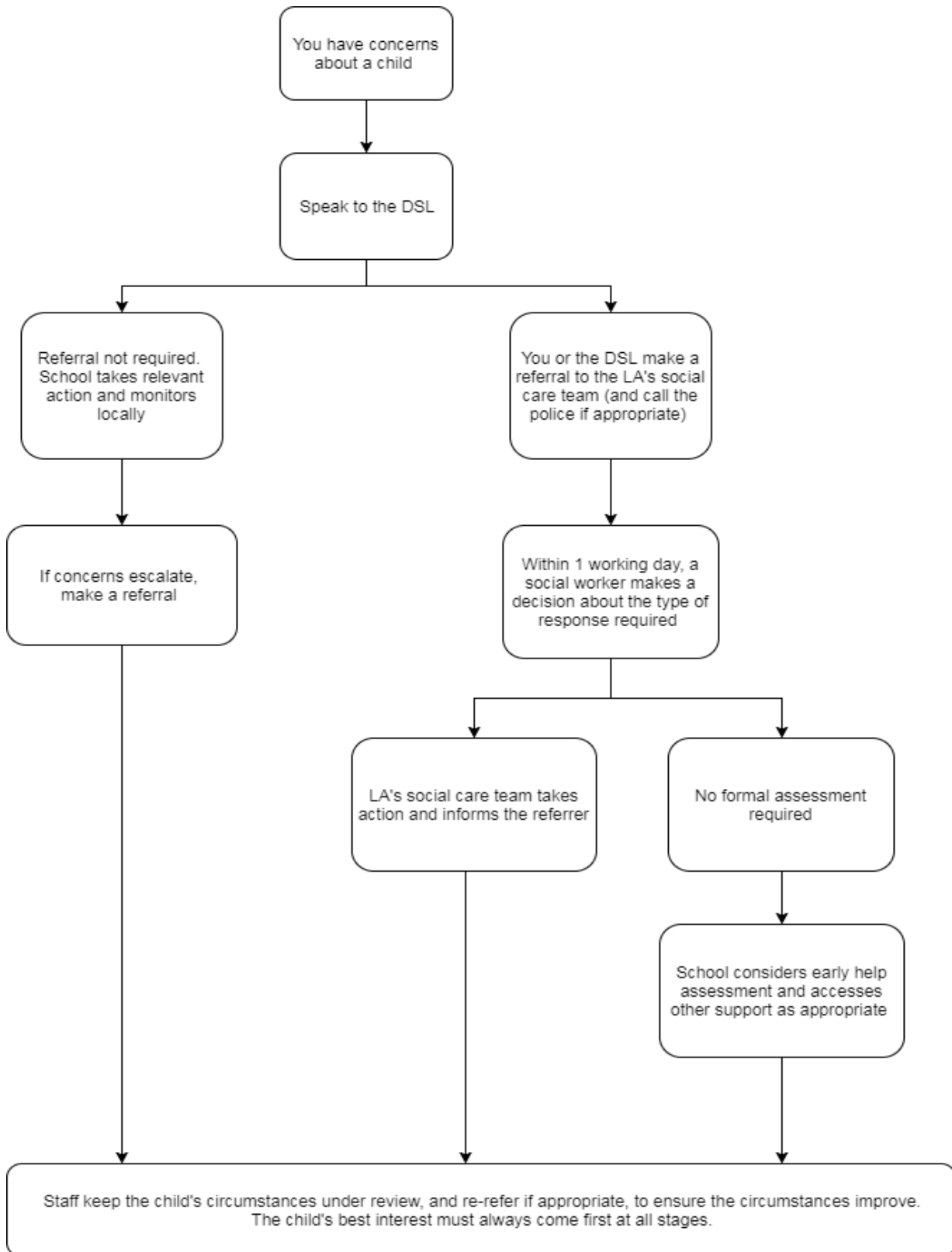
- Reporting attendance concerns
- Staff reporting concerns about a colleague or other adult who works with children (Whistleblowing)
- Complaints procedure
- Site security
- Confidentiality and information sharing
- Photography and images
- Child protection procedures
- Recognising abuse - physical abuse, emotional abuse, sexual abuse and neglect
- Indicators of abuse
- Taking action
- If a member of staff or volunteer is concerned about a pupil's welfare
- If a pupil discloses to a member of staff or volunteer
- Bullying, peer on peer abuse and harmful sexual behaviour
- Peer on peer 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:

Figure 1 below, illustrates the procedure to follow if you have any concerns about a child's welfare. Where possible, alert the senior leader assigned to lead the exam and speak to the DSL first to agree a course of action.

If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak a member of the safeguarding or senior leadership team.



If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should follow section 8.7 and 14.3 of the Child Protection and Safeguarding policy as detailed below:

If an allegation is made against a member of staff or volunteer, then the person receiving the allegation must immediately inform the Headteacher or the Designated Safeguarding Lead if the allegation concerns the Headteacher. The quick resolution of the allegation should be a clear priority to the benefit of all concerned, and all unnecessary delays at any stage of the investigation must be avoided. Reasonable and appropriate steps will be taken in order to ensure the students and member of staff remain safe and supported throughout the process.

The recipient of an allegation must not unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter. The Headteacher will not investigate the allegation her/himself, or take written or detailed statements, but will refer the concern to the Local Authority designated officer for advice. If the allegation is judged to be a child protection issue the allegation will be investigated. Each case will be reviewed on a case by case basis.

Following those discussions and direction from the designated officer, the Headteacher should, as soon as possible, inform the subject of the allegation.

If the allegation made to a member of staff concerns the Headteacher, the Designated Safeguarding Lead will immediately inform the Chair of the Governing Board who will consult with Barnet Children's Services.

In response to an allegation, staff suspension should not be the default option. An individual should only be suspended if there is no reasonable alternative. If suspension is deemed appropriate, the reasons and justification should be recorded by the school and the individual notified of the reasons. Reporting restrictions on allegations only apply to teachers in schools.

If you have concerns about a member of staff (including a supply teacher, volunteer or contractor), or an allegation is made about a member of staff (including a supply teacher, volunteer or contractor) posing a risk of harm to children, speak to the headteacher as soon as possible. If the concerns/allegations are about the headteacher, speak to the chair of governors. The headteacher/chair of governors will then follow the procedures set out in appendix 3, if appropriate.

Where you believe there is a conflict of interest in reporting a concern or allegation about a member of staff (including a supply teacher, volunteer or contractor) to the headteacher, report it directly to the local authority designated officer (LADO).

We recognise that students cannot be expected to raise concerns in an environment where staff fail to do so. All staff and volunteers have a duty to raise concerns where they feel individuals or schools/colleges are failing to safeguard and promote the welfare of children. Where it is not possible to raise concerns within the school, staff and volunteers may report concerns to the Chair of Governors. These procedures are outlined in the school's **Whistleblowing Policy**.

## **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**



Where a member of staff becomes concerned or requires assistance, they should summon the senior leader assigned to the exam. If the senior leader is unavailable they should find another member of the senior leadership team for support.

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

Where a member of staff may accompany a candidate requiring a toilet break, the staff member should escort the candidate to the nearest toilet facility. The member of staff should first check that the facilities are unoccupied. The staff member should wait outside of the cubicle area for the candidate. The candidate should meet the member of staff outside of the cubicle area to be escorted back to the exam hall.

Where a member of staff may accompany a candidate who is feeling unwell seek assistance from the senior leader assigned to support the exam. The senior leader will follow the Archer Academy's medical policies and procedures.

### **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)