



2023
2024

Policy adopted: 1st September 2021

Last review date: 1st September 2023

Signed by: Mrs K. Phillips

Position: Senior Deputy Headteacher

A white rectangular box containing a handwritten signature in black ink that reads "K. Phillips".

CHILD PROTECTION & SAFEGUARDING POLICY (EXAMS)



Saint John Henry

Newman Catholic College

LOVE ONE ANOTHER

SERVICE TO LOVE YOUR NEIGHBOUR AS YOURSELF

COURAGE TO DO THE RIGHT THING

DIGNITY TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

EXCELLENCE THROUGH LEARNING

“We strive to have the courage to celebrate
and live our Christian Faith,
in love and service to all others,
to achieve dignity and excellence”

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

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Key staff involved in the exams policy

Role	Name(s)
Head of Centre	G Potts
Designated Safeguarding Lead	G Potts
Designated Safeguarding Lead (Deputy)	R Ashworth
Examinations Officer	T Burlison

Purpose of the policy

This policy details how Saint John Henry Newman Catholic 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 Newman Catholic College.

Policy Aims

- To provide all exams related staff at Newman Catholic 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 students, parents/carers and other partners when taking examinations and assessments at Newman Catholic College
- To contribute to the wider Child Protection and Safeguarding Policy

Section 1 – Roles and Responsibilities

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.

Examinations Officer:

Will support the DSL as directed, and also undertake all relevant training.

Other Exams staff:

Exam invigilators and Learning Support Assistants will undertake all necessary training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy.

Section 2 – Staff

Recruitment:

Newman Catholic 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 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 qualification, 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 Disclosure and Barring Services (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 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 (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, 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:

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 member 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 will be required to register with the DBS Update Service on an annual basis to 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 invigilators who meet the "frequency test" at Newman Catholic 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 Newman Catholic 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 Newman Catholic 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 Child Protection and Safeguarding Policy by attending annual training sessions delivered by our deputy DSL and hard copies of all information is shared for easy reference.

Date Delivered	Details of training/information delivered	Audience (e.g. invigilators, LSAs etc)
4 th September (INSET)	Keeping Children Safe in Education 2023 Part 1 The Key Online Training	LSAs (+plus whole school)
11 th September	Keeping Children Safe in Education 2023 Part 1 The Key Online Training – Certificates issued A guide on how to report any safeguarding concerns.	Invigilation staff

Section 4 – Areas Covered

All exams staff will be trained/updated on all areas of the ‘Keeping Children Safe in Education 2023 Part 1’ to ensure that they are complying with the centre policy on child protection and safeguarding.

Section 5 – Reporting

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

- Record all issues/concerns using the incident log sheets provided.
- Identify and record if it is a safeguarding issue.
- For safeguarding issues, pass the completed form onto a member of the safeguarding team immediately (visuals given for easy identification).
- If you cannot locate a member of the safeguarding team, contact reception who will radio for a member of the team to come to you.
- Share all necessary information and DSL will determine the next course of action.
- Inform the Examinations Officer for information purposes only.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should:

- In the first instance, all concerns should be raised with the DSL or a member of the safeguarding team.
- If the concern relates to a member of the safeguarding team, the Headteacher and Chair of Governors should be informed.
- The necessary information should be recorded using the log sheets provided.
- In the event of no member of the safeguarding team being available (e.g. out of school hours), the member of staff should:
 - Ring 999 if there is a risk of immediate danger
 - Contact Oldham’s Children’s Social Care – 0161 770 7777

Section 6 – Protocols for one-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

If immediate assistance is required, it is permissible for one member of the invigilation team to:

- Leave the examination room to summon assistance as required (Year team staff will be located in a central point for easy contact).
- Have access to their mobile phone to summon assistance as required (this must be on silent mode).

Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break:

- Candidates are only permitted to take toilet breaks if they have a valid medical pass or if they are visibly unwell (invigilation staff will assess).
- If permitted, the candidate will be escorted from the examination room to the nearest toilets.
- The candidate will not be allowed to take any personal belongings from the examination room.
- Invigilation staff will wait outside the entrance to the toilets before returning the candidate to the examination room.
- All toilet breaks are to be logged by invigilation staff using the log sheets provided.

Where a member of staff may accompany a candidate who is feeling unwell:

- The candidate should be escorted from the examination room and remain supervised at all times.
- The candidate should be assessed briefly and if possible be returned to the examination room after a toilet break, 5-minute breather or any other minor intervention deemed necessary.
- If necessary, the candidate can be passed over to a member of the year team to assess and determine the best course of action.
- If the event a member of the year team cannot be located, the candidate should be taken to the PCC where they will be assessed by the relevant college staff.
- Candidate will either be collected by parents or if possible, returned to the examination room.
- All details will be recorded by the invigilation staff using the log sheets provided.
- In the event a candidate is unable to return to the examination room, the Examinations Officer will apply for Special Consideration if applicable, using the evidence provided.

References


Keeping children safe in education [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](#)

Check someone's criminal record as an employer [Check someone's criminal record as an employer: Checks you can make on someone's record - GOV.UK \(www.gov.uk\)](#)

DBS Update Service [DBS Update Service - GOV.UK \(www.gov.uk\)](#)

DBS Checks for Schools [DBS Check for Schools | Enhanced DBS Check For Teachers \(onlinedbschecks.co.uk\)](#)

Child Protection Policy [Child Protection Policy - Newman RC College](#)

<u>Signed by Head of Centre:</u>		<u>Date:</u> 25.09.23
<u>Signed by Examinations Officer:</u>	T. Burisoni	<u>Date:</u> 25.09.23

Renewal Date: September 2024



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