

This policy was reviewed in: **October 2024**

This policy is due to be reviewed in: **October 2025**

Key staff involved in the policy

Role	Name(s)
Head of Centre	Helen Ness-Gifford, Headmistress
Designated Safeguarding Lead	Andrew McClean, Deputy Head Pastoral
Examinations Officer	Shula Hodge, Examinations Officer
Senior Leader	Caroline Derbyshire, Deputy Head Academic

Contents

Key staff involved in the policy 1

The purpose of the policy 2

Policy aims..... 2

Introduction 2

Roles and Responsibilities 2

 Designated Safeguarding Lead (DSL) 2

 Examinations Officer 2

 Other examinations staff 3

Staff 3

 Recruitment 3

 DBS check information..... 3

 Existing staff 3

 'Break in service' 4

Supporting staff 4

Areas covered 4

Reporting 5

Protocols for one-to one support/supervision..... 5

 Summoning immediate assistance in case of any concern 5

 Leaving the examination room temporarily 5

References 6

The purpose of the policy

This policy details how Pipers Corner 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 Pipers Corner School.

This policy should be read in conjunction with the school's **Recruitment** and **Safeguarding and Promoting Children's Welfare** policies.

Policy aims

- To provide all examinations-related staff at Pipers Corner 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 Piper Corner 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 Pipers Corner 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:

- Safeguarding and Promoting Children's Welfare policy
- Rewards, Behaviour and Sanctions policy
- Code of Conduct for Staff policy
- 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)

Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The 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.

Examinations Officer

The Examinations Officer will support the DSL as directed, and also undertake all relevant training.

Other examinations staff

Other Examinations staff will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with Centre processes/policy.

Staff

Recruitment

Pipers Corner 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 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
- undertaking online searches to establish whether the candidate is suitable to work at the School
- 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 examinations-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 three years.

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 standard or enhanced DBS certificate. This will not apply to any invigilators who meet the ‘frequency test’ at Pipers Corner School e.g. working three or more times in a 30-day period, or attending the Centre at least every three months for training, updates etc.

By registering with the Update Service, these staff will be permitted to attend on any day during an examination series (providing they can supply an updated Disclosure Certificate and ID) without the need for additional checks or any additional attendance at Pipers Corner School.

Supporting staff

All examinations staff at Pipers Corner 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 Safeguarding and Promoting Children’s Welfare policy by training sessions, online information and electronic copy.

Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
01/09/2022	Safeguarding	Whole School
09/2023	Safeguarding	Whole School
09/2024	Safeguarding	Whole School

Areas covered

All examinations staff will be trained/updated on the following areas to ensure that they are complying with the Centre policy on child protection and safeguarding:

For example:

- 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

Reporting

- The process for staff to report issues/concerns relating to child protection and safeguarding is to report them to the DSL; if the DSL is not available, they should report to any member of the School's Safeguarding Team
- If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should report to the Headmistress

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

- Contact the DSL using the internal phone system (ext. 824; 839 if he is not available) and/or alerting staff of urgent need via examalert@piperscorner.co.uk

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, once this has been established the member of staff may wait outside the facility for the candidate
- Where a member of staff may accompany a candidate who is feeling unwell: the candidate should be taken to the onsite nurse

References

Keeping Children Safe in Education <https://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 <https://onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/>