



# Child Protection / Safeguarding (Exams) Policy

2023 - 2024

**This procedure is reviewed annually to ensure compliance with current regulations**

<b>Approved/reviewed by</b>	
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<b>Date of next review</b>	October 2024

**Key staff involved in the policy**

<b>Role</b>	<b>Name(s)</b>
Head of Centre	<b>Glenn Mellor</b>
DSLs	<b>Zoe Johal (DHT Strategic Lead)</b> <b>James Heaton (AHT KS4)</b> <b>Hannah Conway (AHT KS3)</b> <b>Kerrie McKittrick (KS4)</b> <b>Cat Osborne (KS4)</b> <b>Lisa Dutton (KS3)</b> <b>Cathy Warner (KS3)</b> <b>Priya Ganatra (WRL)</b>
Exams Officer	<b>Cathy Pierce</b>

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## **Purpose of the policy**

This policy details how Coventry Extended Learning Centre (CELC) 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 CELC.

## **Policy aims**

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

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

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

Will ensure staff are full up to date with current guidance. 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**

Will alert the DSLs, as per CELC guidance / training, to any concerns and report via CPOMS

### **Other exams**

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**

CELC 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.

**External Invigilators are not employed due to the nature of the provision.**

### **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 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

## **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 CELC 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 Zoe Johal (DSL Strategic Lead) at least annually during whole school training.

## **Section 4 – Reporting**

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

Notify DSL / Deputy DSL at the first opportunity and log the details on CPOMS

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 CELC Whistleblowing procedure as detailed in the CELC Child Protection and Safeguarding Policy.

## **Section 5 - 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**

On call staff will be available to support should assistance be required.

### **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, at what point the candidate is left unaccompanied.

Where a member of staff may accompany a candidate who is feeling unwell, on call / reception office staff will be able to assist the candidate.

## 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 Checks for Schools [www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/](http://www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/)