# CHILD PROTECTION AND SAFEGUARDING POLICY (Exams)

2026/27

This policy is reviewed annually to ensure compliance with current regulations

| Approved/reviewed by | |
|---|---|
| Mrs. A. Sharma / Mr. J. Cariou / Mrs. J. Murray-Brown | |
| Date of next review | Autumn 2027 |

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## Key staff involved in the policy

| Role | Name(s) |
|---|---|
| Head of centre | Mrs. A. Sharma |
| Designated safeguarding lead | Mrs. J. Murray-Brown |
| Designated safeguarding lead (deputy) | Ms. N. Constable |
| Exams officer | Mr. T. Willis |

## Purpose of the policy

This policy details how Bourne Community 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 Bourne Community College.

Bourne Community College ensures compliance with the statutory guidance for schools and colleges as set out in the Department for Education's Keeping children safe in education 2025 publication.

## Policy aims

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

### Introduction

All staff involved in the management, administration and conducting of examinations at Bourne Community College 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)

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.

### Exams officer

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

**Other exams staff** including Examination Invigilators will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy, etc.

### 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, etc.

## Section 2 – Staff

### Recruitment

Bourne Community 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 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 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

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 Bourne Community 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 [insert centre name].

**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 Bourne Community College:

- 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 the dissemination of information, for example, training sessions, online information or hard copy information.

**Training/information delivered**

| Date delivered | Details of training/information delivered | Audience (e.g. invigilators, access arrangements facilitators etc.) |
|---|---|---|
| Sept. 2026 | Compulsory Safeguarding training | All staff |
| Feb. 2027 | Updated safeguarding information and safeguarding in public examinations – JCQ and school procedures etc. | 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 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:

To report issues/concerns to the DSL and report the concern on Safeguard Referral accessed through the school intranet.
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 complaint/reporting/whistleblowing process/procedure.

## Section 6 - Protocols for one-to one support/supervision

In the event of a safeguarding or health and safety concern where staff are engaged in invigilation/facilitation and/or centre supervision on a one-to one basis, the invigilator should phone the Exams Officer to make a report. This will be followed up by the Exams Officer and SLT. Any other incidents that do not require immediate support should be noted on the Exams Log and reported to the Exams Officer once the exam has finished. A roving invigilator also monitors the rooms.

### Summoning immediate assistance in case of any concern

Contact the exams officer in the first instance, or school reception if necessary, then refer to the DSL.

**Leaving the examination room temporarily**

Where a member of staff/invigilator accompanies a candidate requiring a toilet break, the member of staff is required to first check that the facilities are unoccupied. The student will be unaccompanied from the moment of going into the cubicle until coming out. The member of staff/invigilator waits in the corridor outside.

Where a candidate is feeling unwell, they will be accompanied to the medical room by the invigilator. The invigilator will remain with the student.

**For DBS Compliance – Non-paid adults supporting exams**

We will keep a central register of them which will include: name, phone number and address.

A copy of this will be kept with the Head Teachers' P.A. (FME).

They will sign in at main reception and be issued with a red lanyard. They will sign out in the same fashion. A copy of the register will be left with FME.

They will be escorted to where they are supporting students, usually the gym, by the Exams Officer or someone he will have designated to do that.

They will stay in the exam room where they are assigned and will have an invigilator present with them at all times.

They will not be used to take students out of the examination room.

They will be briefed on their first day on JCQ regulations, emergency procedures and safeguarding, which will include receiving a written summary of these prior to starting their voluntary work.

## References

**Keeping children safe in education** 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** www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/