



Emerson Park Academy

Exam Policy

Child Protection and Safeguarding

2024/25

Centre No: 12821

This plan is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	November 2025

Key staff involved in contingency planning

Role	Name(s)
Head of centre	Mr S McGuinness
Exams officer line manager (Senior leader) and task manager	Ms Blaize and Mr M Hope
Exams officer	Mrs T Whiting
Lead Practitioner for Inclusion/SENCo	Ms E Fuller
Senior leader(s)	Ms K Blaize – Deputy Head
	Mr N Giles – Assistant Head teacher
	Dr Crawley – Assistant Head teacher
	Mr J Maguire – Assistant Head teacher
	Ms C Amponsah – Business Manager
	Ms N Heatley – Assistant Head teacher
	Mr S Thurley – Assistant Head teacher
Safeguarding Lead	Ms K Blaize
Safeguarding Deputy	Ms N Heatley
Safeguarding Team	Ms H Dolyak/Ms A Edwards

Purpose of the policy

This policy details how Emerson Park 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 Emerson Park Academy.

Emerson Park Academy ensures compliance with the statutory guidance for schools and colleges as set out in the Department for Education's [Keeping children safe in education - GOV.UK](#) publication.

Policy aims

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

Introduction

All staff involved in the management, administration and conducting of examinations at Emerson Park Academy 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)

Ms K Blaize and deputy safeguarding lead Ms N Heatley

Exams officer

Mrs T Whiting will support the DSL as directed, and also undertake all relevant training etc.

Other exams staff

Exam Invigilators, facilitators of access arrangements, HLTA's will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy

Teaching staff

Teachers and Heads of Faculty 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

Emerson Park 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

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 move 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 Emerson Park 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 Emerson Park 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 Emerson Park Academy:

- 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 annual training sessions, online information, hard copy information.

Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
02/12/2024	Policies emailed to examination invigilators: <ul style="list-style-type: none">• Keeping Children Safe in Education (KCSIE) 2024	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:

Section 5 – Reporting

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

- To speak to a member of the Safeguarding Team as soon as possible **on the same day**. If no member of the Safeguarding Team is available, then report the concern to the Deputy Headteacher or another member of the Senior Leadership Team.
- To record the concern in writing (see the template below) and pass on to the DSL and Deputy DSLs. These will be uploaded onto the CPOMS system. The template can be obtained from the Examinations Officer.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should speak immediately to the Headteacher or the Deputy Headteacher if the Headteacher is not on site.

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

The invigilator will have access to either a mobile phone or radio to summon assistance from the Exam Officer, Reception or any other Senior staff member.

Leaving the examination room temporarily

If a member of staff accompanies a candidate requiring a toilet break they will ask the candidate to show that they have nothing about their person by showing empty pockets. The member of staff will check the facility is empty/unoccupied, at which point the candidate is left unaccompanied at the entrance to the facility.

Should a candidate become unwell, a member of staff will accompany them to the medical room to seek advice. At no point will the invigilator leave the candidate as they will ensure that the security of the exam paper is maintained.

References

Keeping children safe in education

[Keeping children safe in education - GOV.UK](#)

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/

Reporting a Safeguarding Concern during Examinations

Examination Invigilator: _____

Date of incident/disclosure: _____

Place of incident/disclosure: _____

Name of student/s: _____

Nature of concern

Please give specific details of the concern, including any evidence that may be available. If reporting a child's account of a disclosure, please use the child's wording as far as possible and report what you have witnessed or what has been said to you.

Completed forms should be handed in a sealed envelope marked 'Private and Confidential' and handed either directly to the DSL/Deputy DSLs or to the Examinations Officer, who will pass the information directly to a member of the Safeguarding Team as soon as possible on the same day.

Signature _____ Date: _____

Keeping Children Safe in Education

Examination Invigilator: _____

I confirm that I have read Part 1 of Keeping Children Safe in Education (KCSIE)

Signature _____ Date: _____