



**CASTLE MEAD**  
**ACADEMY**

**Safeguarding and Child Protection**  
**Policy, Exams**  
**2023-2024**

## Policy Monitoring, Evaluation and Review

The policy will be promoted and implemented throughout the academy. The Local Governing Body will review the policy, unless there are significant changes in the interim period.

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<b>Ratified by:</b>	Mr T Hague
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## Revision History:

<b>Version:</b>	<b>Date:</b>	<b>Author:</b>	<b>Summary of Changes:</b>
1.0	04.09.2023	Miss A Thorley	New Policy

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## Purpose of the policy

This policy details how Castle Mead 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 Castle Mead Academy.

## Policy aims

- To provide all exams-related staff at Castle Mead 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 scholars, parents/carers and other partners when taking examinations and assessments at Castle Mead Academy
- To contribute to the wider centre Child Protection and Safeguarding Policy

## Section 1 – Roles and Responsibilities

### Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (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.

### Exams Manager

The Exams Manager will support the DSL as directed, and undertake all relevant training etc. with regards safeguarding.

### Other exams staff

The exams team, invigilators, and facilitators of access arrangements etc. will undertake training as directed by the Lead or Deputy DSL, report child protection and safeguarding issues/concerns in line with centre Safeguarding and Child Protection Policy.

## Section 2 – Staff

### Recruitment

Castle Mead 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 is detailed in the wider centre Safeguarding and Child Protection Policy.

### 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 invigilators, will be recorded in the centre's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' staff files.

## Existing staff

Although there is no statutory requirement to update DBS checks for existing staff, external invigilators will undertake a 'rolling DBS check' every 3 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 accordingly.

## '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 Castle Mead 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 Castle Mead 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. This will be in the form of an ID check in the school reception area by staff.

## Section 3 – Supporting staff

All exams staff at Castle Mead Academy 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 training sessions both face-to-face and online, and sharing of KCSIE.

### Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
TBC	Safeguarding induction training	Exam invigilators
TBC	Safeguarding update as part of mandatory annual update	Exam 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:

- Children who may be particularly vulnerable
- Children with special educational needs and disabilities or have mental health needs

- Early help
- Staff reporting concerns about a colleague or other adult who works with children (Whistleblowing)
- Complaints procedure
- 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
- 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
- Local safeguarding priorities

## Section 5 – Reporting

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

They must report all concerns to a member of the safeguarding team, the DSL by e-mail and then verbally using the 'Safeguarding Alert Slip'. If this is not possible, they will report concerns to the Exams Manager in school who will then follow school safeguarding procedures.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should report this to the Head of Centre and if unable to do this to the Exams Manager who will in turn report to the Head of Centre.

## 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

A designated invigilator will phone via a mobile the Exams Manager who will then use the school radio to alert relevant staff to the situation.

If appropriate and safe to do so, the designated invigilator can come across to the Exam Office also to seek support.

### Leaving the examination room temporarily

#### Where a member of staff may accompany a candidate requiring a toilet break; the designated invigilator:

- Will escort the candidate to the nearest scholar toilet (NOT a staff facility excepting the disabled toilet opposite the Hall).
- Is required to first check that the facilities are unoccupied, at what point the candidate is left unaccompanied (at the entrance to the facility/the entrance to the cubicle).
- Will stand outside the facility so that the candidate can enter the cubicle and wait until they come out and then escort them back to the exam room.
- Will not enter the facility unless the candidate is taking an unusual amount of time or sounds of distress can be heard upon which the Roving Invigilator will knock on the cubicle door to enquire if assistance is needed.

If in their opinion, assistance is needed they will go to the nearest office/ask any member of staff passing to request assistance.

- A GCSE candidate must be supervised by centre staff at all times, to abide by JCQ regulations as they will not be allowed back into the exam room if they have been unsupervised to even a short amount of time. They must be escorted personally back to the exam room if this is appropriate.
- Must return to the exam room at the earliest convenience.
- Will write a statement for the Exams Manager, if necessary, which will also be copied to Head of Year (DSL).

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

The designated invigilator will follow the current procedure to summon first aid assistance. A GCSE candidate must be supervised by first aid staff, exams staff or invigilator staff at all times to abide by JCQ regulations as they will not be allowed back into the exam room if they have been unsupervised to even a short amount of time. They must be escorted personally back to the exam room if this is appropriate.

If the candidate simply needs a short break, then the designated invigilator may find a safe appropriate place for the candidate to recover whilst being supervised, then return to the exam room.

For internal exams the candidate may be left in at a designated room with staff and the invigilator can return to the exam room after explaining the issue. The Head of Centre will be contacted to handle the issue.

The invigilator must be allowed to return to the exam room at the earliest convenience.

Where a candidate needs to go home, then parents will be called and asked to come and collect, depending on the time, the candidate may be able to go home themselves.

The invigilator will write a statement for the Exams Manager, which will also be copied to Head of Year (DSL).