



# **Child Protection and Safeguarding Policy (Exams)**

**2024-2025**

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Rob Ridley (Chair of Governors)	
Date of next review	September 2025

### Key staff involved in the policy

Role	Name(s)
Head of centre	<b>Sarah Boyle</b>
Designated safeguarding lead	<b>Fabia Hully</b>
Designated safeguarding lead (deputy)	<b>Denise Durkan, Sarah Boyle, Jackie Salter, Caron Marston</b>
Data, Exams and Curriculum Manager	<b>Laura Darlaston</b>

**Policy last reviewed: September 2023**

**Reviewed by:** Chair of Governors and governing body

**Agreed by governors:** Agreed by Governors 26/11/2024

**Frequency of review:** Annually

**Date of next review: Autumn 2025**

**Head Teacher/Principal:** Sarah Boyle

**Designated Safeguarding Lead:** Fabia Hully

**Deputy Designated Safeguarding Lead:** Denise Durkan, Sarah Boyle,  
Jackie Salter, Caron Marston

**Named Governor for Safeguarding:** Leanne Ward

**Chair of Governors:** Robert Ridley

**Vice Chair of Governors:** Stephanie Bryan

**Designated Lead for Looked After and Previously Looked-After Children:**  
Sarah Boyle

**Early Help Assessment Co-ordinator:** Kerry Holdback 02476 978100

**Local Authority designated officer:** [Lado@coventry.gov.uk](mailto:Lado@coventry.gov.uk)

**MASH:** [MASH@coventry.gov.uk](mailto:MASH@coventry.gov.uk) or 024-76788555

**MASH Education Representative:** Claire McElroy  
[claire.mcelroy@coventry.gov.uk](mailto:claire.mcelroy@coventry.gov.uk)

**Prevent:** [Prevent@coventry.gov.uk](mailto:Prevent@coventry.gov.uk)

**Emergency Duty Team:** 024 7683 2222

## **Purpose of the policy**

This policy details how Bishop Ullathorne Catholic 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 Bishop Ullathorne Catholic School.

## **Policy aims**

- Promote safeguarding and child protection and to demonstrate Bishop Ullathorne's commitment to keeping children safe;
- Provide all members of staff with the information required to meet their safeguarding duty and protect children from harm;
- Provide stakeholders with clear information relating to Bishop Ullathorne's safeguarding and child protection procedures;
- Ensure that staff understand, can recognise and can respond to the indicators of abuse, exploitation or neglect;
- Ensure that all staff are aware of their mandatory reporting duty in relation to Section 5B of the Female Genital Mutilation Act 2003; and
- Ensure that children are protected from maltreatment or harm.
- To demonstrate the commitment with regard to safeguarding and child protection to students, parents/carers and other partners when taking examinations and assessments at Bishop Ullathorne Catholic School
- To contribute to the wider centre Child Protection and Safeguarding Policy

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

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

The DSL for Bishop Ullathorne school is Fabia Hully and Deputies are Denise Durkan, Sarah Boyle, Jackie Salter and Caron Marston

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.

### **Exams officer**

Laura Darlaston will support the DSL as directed, and also undertake all relevant training etc.

### **Other exams staff**

Stephanie Ashby, Examinations Assistant and all invigilators and Teaching assistants will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy.

## **Section 2 – Staff**

### **Recruitment**

Bishop Ullathorne 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:

- Identity check;
- DBS clearance;
- Prohibition from teaching checks (where required);
- Barred List check;
- Section 128 checks (as required - leadership and management);
- Reference check (two references required);
- Professional qualifications check;
- Right to work in the UK check;
- Further checks for those who have lived outside the UK;
- Disqualification Under the Childcare Act 2006 checks (as required); and
- Verification of the candidate's mental and physical fitness may also be sought.

### **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.

All new members of staff will be required to obtain DBS clearance. Bishop Ullathorne reserves the right to re-check DBS clearance for any member of staff where information is received that indicates they may pose a risk to children and may request candidates to register on the DBS update service.

### **Existing staff**

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

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 Bishop Ullathorne School – 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 Bishop Ullathorne School

### **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 Bishop Ullathorne School 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, online information, hard copy information.

## **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 log onto the school CPOMS website. If a member of staff does not have access they should speak to the DSL or Deputy DLS before leaving the school site.

Bishop Ullathorne operates a culture of safeguarding, and all staff should report any concerns about poor or unsafe practice, or Bishop Ullathorne's safeguarding processes to the senior leadership team.

Appropriate whistleblowing procedures are in place whereby the senior leadership team will take all concerns seriously.

In the event that a member of staff is unable to raise an issue with senior leadership in school, they should refer to Part 1 of Keeping Children Safe in Education for additional guidance on whistleblowing procedures.

## **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**

Invigilator should use the walkie-talkie provided or exams mobile. Roving invigilators are also in use.

### **Leaving the examination room temporarily**

Where a member of staff may accompany a candidate requiring a toilet break they should ensure that all other candidates are fully supervised in line with JCQ regulations and that the ratio of invigilators to candidates is maintained. Toilets should be checked before candidate enters and the member of staff should remain outside at all times, without letting another other person enter.

Where a member of staff may accompany a candidate who is feeling unwell JCQ Guidelines and the ratio of invigilators to candidates must be maintained at all times. The candidate should be brought to the Exams Manager or Exams Assistant who will then decide on the best course of action.

## **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 Update Service** [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)