



CHILD PROTECTION AND SAFEGUARDING POLICY (Exams)

Key staff involved in the policy

Role	Name(s)
Head of centre	Ms P Whyte
Designated safeguarding lead	Mr E Galgey
Designated safeguarding lead (deputy)	Mr S Salazaar - Endara
Exams officer	Mr Z Maharaj

2025/26

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

Purpose of the policy

This policy details how St Aloysius'College, ensures that the moral and statutory responsibility to safeguard and promote the welfare of children is met in relation to the management, administration and conducting of examinations and assessments.

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 St Aloysius'College.

St Aloysius 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 St Aloysius'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 St Aloysius'College.
- To contribute to the wider centre Child Protection and Safeguarding Policy

Section 1 – Roles and Responsibilities

Designated safeguarding lead (DSL)

Ms A Garrib and Ms A Ingubarie 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

Mr Z Maharaj will support the DSL as directed, and undertake all relevant training etc.

Other exams staff e.g., exams assistants, invigilators, facilitators of access arrangements etc.]

[: 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

St Aloysius'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/governors, 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

Although there is no statutory requirement to update DBS checks for existing staff, external invigilators/facilitators will undertake a 'rolling DBS check' every 2 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

'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 St Aloysius'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 St Aloysius'College.

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 St Aloysius'College 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 [include methods of disseminating information, for example, training sessions, online information, hard copy information].

[Detail when training sessions/information dissemination will take place/has taken place during an academic year in the table below]

Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)

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:

[Insert the areas to be covered with exams staff/content of the training offered as advised by the centre's DSL. This should include information on how to deal with exam-related scenarios in line with child protection and safeguarding requirements/protocols, including:

- Invigilation/facilitation and/or centre supervision with a candidate on a one-to-one basis
- Escorting a candidate to the toilet
- Dealing with a candidate who refuses to come out of the toilet
- Dealing with a candidate who has been taken out of the exam room due to illness
- Dealing with a candidate who has fallen asleep in the exam room]

Section 5 – Reporting

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

[Detail the process/steps which staff must take to report issues/concerns]

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should [detail the complaint/reporting/whistleblowing process/procedure]

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

- **Immediate Action:** If a concern arises, the member of staff should immediately notify the Designated Safeguarding Lead (DSL) or Deputy DSL.
- **Emergency Contact Methods:**
 - **Exam Radio:** Using the exam office radio to call for a senior member of staff or Exams Officer.
 - **Phone/Walkie-Talkie:** Using a personal phone or provided radio to reach the office.
 - **Runner:** Sending a trusted student or nearby staff member to inform the school office.
- **Emergency Services:** If the student is in immediate danger, has a serious medical emergency, or if there is a severe breach of safety, staff must call 999 immediately before alerting the DSL.
- **Documentation:** All incidents, however small, must be documented on the school's safeguarding software (e.g., CPOMS) on the same day.

Leaving the examination room temporarily

- **Where a member of staff may accompany a candidate requiring a toilet break**
- **Supervision:** A member of staff (often a roving invigilator) must escort the candidate to and from the toilet.
- **Security Checks:** Before use, the toilet facility must be checked to ensure it is empty.
- **Privacy vs. Supervision:** While ensuring the candidate is not left alone, staff should maintain privacy by waiting outside the cubicle entrance rather than inside.
- **Recording:** All toilet breaks during exams must be logged, detailing the candidate's name, time out/in, and the escorting staff member.
- **Limitations:** Toilet breaks are typically not permitted in the first 20 or last 20 minutes of an exam, unless a prior medical arrangement exists.

Where a member of staff may accompany a candidate who is feeling unwell Candidates leaving the room temporarily, including those feeling unwell, must be accompanied by a member of centre staff.

- **Supervision:** A member of staff (not the student's subject teacher or expert) will accompany the student to the toilet or medical room.
- **Medical Issues:** If a student feels unwell, they are accompanied to the reception area/medical team for assessment.
- **Remaining Supervised:** The candidate must remain supervised at all times. If the candidate cannot leave the room, assistance should be summoned to provide on-the-spot care.
- **Security:** If a student leaves, the lead invigilator will note the time and maintain security of the exam paper.
- **Re-entry:** If appropriate, the student may return to the exam, with the time taken away recorded.

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/