



THE BEWDLEY SCHOOL

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**CHILD PROTECTION
AND SAFEGUARDING POLICY (Exams)**

2024/25

Adoption Date:

Person Responsible: D Chauhan

Review Date:

Source: The Exams Office

This policy is reviewed annually to ensure compliance with current regulations



Key staff involved in the policy

Role	Name(s)
Head of centre	Mrs C McDougall
Designated safeguarding lead	Mr D Chauhan
Designated safeguarding lead (deputy)	Mr D O'Malley
Exams officer	Ms D Bridges

Purpose of the policy

This policy details how The Bewdley 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 The Bewdley School.

The Bewdley School ensures compliance with the statutory guidance for schools and colleges as set out in the Department for Education's [Keeping children safe in education 2024](#) publication.

Policy aims

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

Introduction

All staff involved in the management, administration and conducting of examinations at The Bewdley School 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)

The 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

The Exams Officer will support the DSL as directed, and undertake all relevant training etc.

Other exams staff

Other members of the SLT and key staff involved in examinations will undertake training (where necessary) as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy etc.

Teaching staff

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

The Bewdley 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:

- All staff employed by the school are employed using the school's robust recruitment processes as outlined in the school's 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 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 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:

- 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 The Bewdley 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 The Bewdley 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 The Bewdley School:

- 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 face-to-face training delivered by NGE.

- **Training/information delivered**

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
18/10/2024	Safeguarding training for all staff. Information covered: *Safe guarding school team *Safeguarding documents and requirements *What is safeguarding *Who is responsible *Safeguarding and promoting welfare *Keeping children safe in education 2024 - changes in the document *Forms of abuse and indicators *Non accidental injuries and bruising *Domestic abuse *Pupil voice *Exploitation *Contextualised Safeguarding *Get safe *Online safety *Disclosures Do and don't *Mental health *Taking action - what to do	Invigilators

	*What is early health *Worcestershire education safeguarding - information and contact numbers *Sharing information *What is a low-level concern / threshold of harm	
22/10/2024	Same as above	Invigilators and site team
27/11/2024	Same as above	New admin /first aider
28/01/2025	Same as above	New Invigilators

Section 4 – Areas covered

All exams' staff will be trained/updated 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 report any incidents via CPOMS.

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 school complaints policy or the whistleblowing policy.

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

Invigilators should contact DBR or Senior Leadership support via the on-call system either by phone or in person, if possible, for an invigilator to leave the room with the minimum number of invigilators being met.

Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break

- Use the nearest facilities to the exam room
- Check the facilities to ensure no examination material in the room
- Check no other students in the room
- Allow the student to use the facilities - wait outside the door.
- Ensure no other students enter this space at this time.

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

- Take student outside of the exam room if deemed necessary
- Call for medical support

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/