

St Richard's Catholic College

CHILD PROTECTION & SAFEGUARDING POLICY (EXAMS)



The Policy was approved by the Governing Body: November 2025

Chair of Governors: __

The Governing Body will review the policy in: November 2026

Key Contacts

Role	Name	Contact details
Designated Safeguarding Lead	Mrs E Dann	01424 731070 mrsdanne@strichardscc.com
Deputy Designated Safeguarding Lead	Mr J Campbell	01424 731070 mrcampbellj@strichardscc.com
Safeguarding Officers:	Mr Paul Barber Mr J Bligh Mrs A Hills Mr J Steele Mrs J Murphy	01424 731070 mrbarberp@strichardscc.com mrblighj@strichardscc.com mrshillsa@strichardscc.com mrsteelej@strichardscc.com mrsmurphyj@strichardscc.com
Nominated Governor for safeguarding and child protection	Mrs C Allen	01424 731070 callen@strichardscc.com
Chair of Governors	Ms K Eydmann	01424 731070 chair@strichardscc.com
Local Authority Designated Officer (LADO and Assistant LADO)		Consultation via the online portal here
Referrals into Early Help and Social Care Single Point of Advice	Single Point of Advice	01323 464222 0-19.SPoA@eastsussex.gov.uk
	Emergency Duty Service – after hours, weekends and public holidays	01273 335906 01273 335905

Purpose of the Policy

This policy details how St Richard's Catholic 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 Richard's Catholic College.

St Richard's Catholic 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 Richard's Catholic 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, parents/carers and other partners when taking examinations and assessments at St Richard's Catholic College
- To contribute to the wider centre Child Protection and Safeguarding Policy

Introduction

All staff involved in the management, administration and conducting of examinations at St Richard's Catholic College 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) (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.

Exams Officer

Will support the DSL as directed, undertake all relevant training and report child protection and safeguarding issues/concerns in line with centre processes/ Child Protection & Safeguarding Policy.

Other Exams Staff (exams assistant, invigilators, and facilitators of access arrangements)

Will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/ Child Protection & Safeguarding Policy.

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.

Section 2 – Staff

Recruitment

St Richard's Catholic 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 the 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 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 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 DBS certificate. This will not apply to any invigilators who meet the 'frequency test' at St Richard's Catholic 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 Richard's Catholic 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 Richard's Catholic College:

- 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 through training sessions, online information, online safeguarding quizzes and hard copy information.

Training takes place at the beginning of the academic year. New exams staff are trained at the commencement of their employment. Checks and refresher sessions are carried out before the start of the summer exams season.

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.

In line with child protection and safeguarding requirements/protocols, training will include:

- 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:

All safeguarding and welfare concerns, discussions and decisions made will be recorded in writing and kept in line with the ESSCP Keeping Records of Child Protection and Welfare Concerns Guidance. At our school we use an encrypted and secure web based database called MyConcern to which all staff have access to for the purposes of recording concerns they may have about children.

Invigilators who have a safeguarding concern should complete a Safeguarding Record Form. These are kept in the Exams Office and should be returned to the DSL, Mrs E Dann.

The DSL will ensure that child protection files are kept up to date and that information will be kept confidential and stored securely.

Records will include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome

The DSL will ensure that files are only accessed by those who need to see them and where files or content are shared, this will happen in line with information sharing advice and guidance.

We will continue to support any pupil leaving the school about whom there have been concerns by ensuring that all appropriate information, including welfare and safeguarding concerns, is forwarded under confidential cover to the pupil's new school as a matter of priority, and within 5 working days.

When a pupil is due to transfer to another school the DSL will consider if it would be appropriate to share any information with the new school or college in advance of the pupil leaving. For example, information that would allow the new school or college to continue supporting children who have or have had a social worker and been victims of abuse and have that support in place for when the child arrives.

When a new pupil joins our school, and there is a record of safeguarding or welfare concerns, we will ensure that this information is shared appropriately with the DSL, the Special Education Needs Coordinator (SENCO) and the Designated Teacher for Looked After Children (LAC), as necessary.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should:

We have a procedure in place to manage allegations against members of staff and volunteers in line with Keeping Children Safe in Education: September 2023. This procedure is detailed in Appendix A of the school Child Protection and Safeguarding policy:

All allegations against a staff member must be reported to the Head Teacher and any allegations or concerns regarding the Headteacher must be reported to the Governing body.

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

Staff working on a one to one basis have access to telephone communication in the event of an emergency. They should summon the Exams Officer in the first instance, who will then decide if a member of the Safeguarding Team or Senior Leadership Team is required. Any concerns relating to the examination will be reported to the Awarding Body as per JCQ regulations. Any safeguarding concerns will be reported, following the St Richard's Catholic College safeguarding procedures. Full details of these systems and procedures can be found in the school Child Protection & Safeguarding Policy.

Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break, the member of staff is required to first check that the facilities are unoccupied. The candidate is left unaccompanied at the entrance to the facility. If after five minutes the candidate has not exited the facility, the member of staff is permitted to open the door to check on the candidate. Should no response be received, the member of staff will summon assistance from an additional staff member to enter the facility, in order to confirm the candidate's safety and welfare.

Where a member of staff may accompany a candidate who is feeling unwell, they will take the candidate to the medical facilities, to be assessed and treated by a trained member of staff. The candidate will remain under centre supervision at all times.

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/