



# Child Protection and Safeguarding Policy (Exams)

2022/23

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by P Scholar	
Date of next review	November 2023

## Key staff involved in the policy

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Philippa Scholar</b>
Designated safeguarding lead	<b>Gwen Bennion</b>
Designated safeguarding lead (deputy)	<b>Sylvia Aldrich/Emily Matthews</b>
Exams officer	<b>Claire Kitchen</b>

## **Purpose of the policy**

This policy details how Bristol Hospital Education Service, 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 Bristol Hospital Education Service .

## **Policy aims**

- To provide all exams-related staff at Bristol Hospital Education Service 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 Bristol Hospital Education Service.
- To contribute to the wider centre Child Protection and Safeguarding Policy

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

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

Designated Safeguarding Lead & 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**

Will support the DSL as directed, and also undertake all relevant training etc.

All staff 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**

Bristol Hospital Education Service 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 professional qualifications, as appropriate
- 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
- 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

### **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 Bristol Hospital Education Service 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 yearly training and any relevant up dates throughout the year.

## **Section 4 – Reporting**

The process for staff to report issues/concerns relating to child protection and safeguarding is to use the safeguarding policy in conjunction with CPOMs recording.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should use the whistle blowing policy or the low level concerns policy.

## **Section 5 - 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 are placed in corridors in easy view of the 1:1 exam rooms. When an exam takes place at home a parent/carer is always in the property.

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

Where a member of staff may accompany a candidate requiring a toilet break The staff member will firstly check the facilities are unoccupied and leave the candidate unaccompanied and wait in the entrance to the facility.

Where a member of staff may accompany a candidate who is feeling unwell, chairs will be available outside every exam room for the student & accompanying adult. The student will be supervised at all times. A different member of staff will contact a parent/carer if required.

## **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)