CHILD PROTECTION AND SAFEGUARDING POLICY (Exams)

Effective from 1 September 2026

This policy is reviewed annually to ensure compliance with current regulations and reflects centre practice.

Approved/reviewed by	
Katie James (Deputy Head Teacher)	
Date of next review	2/11/27

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Key staff involved in the policy

Role	Name(s)
Head of centre	Katie James – Deputy Head, Acting Head of behalf of Tanya Kelvie
Designated safeguarding lead	Hannah Davies-Lane
Designated safeguarding lead (deputy)	Katie James
Exams officer	Sara Henderson-Smith

Purpose of the policy

This policy details how Aylesford School, 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 Aylesford School.

Aylesford 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 2026 publication.

Policy aims

- To provide all exams-related staff at Aylesford 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 Aylesford 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 Aylesford 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)

Staff involved in invigilating examinations and assessments are provided with access to online training through The Exams Office. This training covers the safeguarding guidance outlined in the Department for Education's *Keeping Children Safe in Education (KCSIE)* document, as well as guidance on managing a range of examination-related safeguarding scenarios.

Section 1 – Roles and Responsibilities

Designated safeguarding lead (DSL)

Hannah Davies-Lane (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 manager/officer

Sara Henderson-smith will support the DSL as directed, and undertake all relevant training etc.

Other exams staff 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.

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

Aylesford 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:

Include recruitment process, as example:

- 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.

The level of DBS check will be appropriate for the role as an invigilator and external invigilators and facilitators are included in the centre's **safer recruitment** procedures.

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 4-5 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 Aylesford 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 Aylesford 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 Aylesford 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 during their induction to the role, at the centre's annual exam update training session, or via online training which includes an assessment to confirm knowledge and understanding of the regulations. 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 sessions, online information, hard copy information.

Training/information delivered

Date delivered and details of training/information delivered	Attendees
Start of academic year. Face to face and online training	Invigilators and centre staff
Throughout the year. Online/hard copy information where information has been amended.	Invigilators and centre staff

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:

- A candidate who is not responding whilst in the toilet
- An anxious candidate
- A candidate who (repeatedly) falls asleep
- A candidate faints during the exam
- Two candidates start fighting as they enter the exam room
- Prevent Duty
- Invigilation/facilitation and/or centre supervision with a candidate on a one-one basis

Section 5 – Reporting

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

Invigilators must report directly to the Exams Officer (Sara Henderson-Smith), who in turn will report to either the safeguarding Lead, or Pastoral/safeguard team.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should report to their Line Manager, Safeguarding Lead or Head Teacher.

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

The use of the roaming Invigilator or a passing member of staff. If a computer is to hand, email the Exams Officer or a member of the safeguarding team.

Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break use the visitors/disabled toilet where possible and escort the candidate to the door. Wait outside until they have finished and escort them back to the exams room. Ensure the candidate does not speak to anyone else or check/look at any information such as notes, phone, books etc. The candidate does not get time taken added to the end of their exam time.

Where a member of staff may accompany a candidate who is feeling unwell, this should ideally be the Exams Officer or a member of SLT. If they are unavailable, the invigilator can take the student to the toilet if needed, or to stand outside to get some fresh air. Again, the candidate must not speak with anyone else, nor check any information such as notes, phone or books. It is at the discretion of the Exams Officer to whether the candidate gets time added to the end of the exam.

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/