St Mary's School
CAMBRIDGE

Examination Child Protection and Safeguarding Policy

This policy is the responsibility of the Exams Officer

Last review: October 26

Next review: October 27

Purpose of the policy

This policy details how St Mary's 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 St Mary's School.

St Mary's 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 St Mary's 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 St Mary's School
- To contribute to the wider centre Child Protection and Safeguarding Policy

Introduction

All staff involved in the management, administration and conducting of examinations St Mary's 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.

Exams Officer

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

Other exams staff

Invigilators will undertake training as directed by the DSL and report child protection and safeguarding issues/concerns in line with centre processes/policy.

Teaching staff

Where candidates are taking non-examination assessments, teaching staff 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 Mary's 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:

- 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 managers, 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

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 Mary's 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 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 in our 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 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 online training, INSET, training sessions and relevant policies.

Training/information delivered

Date delivered	Details of training/information delivered	Attendees (e.g. invigilators, access arrangements facilitators etc.)
September 2026	Inset - Safeguarding annual update	All teachers, support staff, access arrangements facilitators
September 2026	Online training - Smartlog Safeguarding and Prevent modules	All teachers, support staff, access arrangements facilitators, invigilators
September 2026	Information - KCSIE 2026 Part One	All teachers, support staff, access arrangements facilitators, invigilators
April 2027 [tbc]	Scenario-based training - Safeguarding in exams (part of centre's Exams annual update)	All access arrangements facilitators and invigilators and all teachers/support staff supporting with invigilation

Section 4 – Areas covered

All exams staff are trained in the following areas to ensure that they are complying with the centre policy on child protection and safeguarding:

This includes:

- Invigilation/facilitation and/or centre supervision with a candidate on a one-to-one basis
- Dealing with a candidate who is not responding whilst in the toilet or 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 fainted during the exam
- Dealing with an anxious candidate
- Dealing with a candidate who has fallen asleep in the exam room
- Dealing with candidates who start fighting as they enter the exam room
- Prevent Duty

Section 5 – Reporting

The member of staff must report the concern to the DSL or DDSL in the DSL's absence. In exceptional circumstances if the DSL and DDSL are unavailable, staff must not delay taking action. Staff should speak to a member of the SLT and/or advice should be taken from Children's Social Care. Any action should be shared with the DSL or DDSL as soon as is practically
possible. For more information, see the Safeguarding and Child Protection Policy, which can be found on the school's website.

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 Whistleblowing Policy.

Allegations or concerns should be reported straight away to the Head. If the Head is the subject of the allegation or concern, reports should be made to the Chair of Governors. Where the Head is the subject of the allegation or concern, the Head must not be informed of the allegation prior to contact with the Chair of Governors and Designated Officer.

Where the Head is unavailable this should be referred to the Designated Safeguarding Lead (DSL), unless there are concerns about the DSL, in which case it should be referred to the nominated Safeguarding Governor.
An allegation against a Governor should be reported immediately to the Safeguarding Governor. If the Safeguarding Governor is the subject of the allegation, it should be reported to the Senior Deputy Head

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 should summon the Exams Officer by phone/email. All invigilators have the Examinations Officer's mobile phone number.

All areas where examinations are taking place have a runner who is also there to help or summon assistance

Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break, the invigilator must ensure that no other candidate has left the room with another invigilator/runner. All toilet trips must be recorded on the toilet log detailing the candidate number, candidate name, the time of leaving the room and the time of returning to their seat. The candidate will be escorted to the nearest staff toilet and the invigilator/runner will check that the facilities are unoccupied. The member of staff will wait outside the toilets for the candidate and will then take them back to the examination room.

Where a member of staff may accompany a candidate who is feeling unwell, the invigilator will take the candidate out of the examination room and leave them with the runner who will then summon assistance from another appropriate member of staff such as the Examinations Officer, a school nurse, a first aider or the Head of Year.

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/