



Arts & Media School  
ISLINGTON

# Child Protection and Safeguarding Policy (Exams)

Date: 2022-2023



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# CHILD PROTECTION AND SAFEGUARDING POLICY (Exams)

2022/23

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
David Mcloughlin	
Date of next review	September 2023

## Key staff involved in the policy

Role	Name(s)
Head of centre	Susan Service
Designated safeguarding lead	Janina Morgan
Designated safeguarding lead (deputy)	Angella Harris, Maleka Begum, Nicola Lawrence, David Mcloughin, Bianca Esnard
Exams officer	Anne Orrells

## **Purpose of the policy**

This policy details how Arts and Media 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 Arts and Media School.

## **Policy aims**

- To provide all exams-related staff at Arts and Media 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 Arts and Media School
- To contribute to the wider centre Child Protection and Safeguarding Policy

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

### **Designated safeguarding lead (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**

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

### **Other exams staff**

The exams assistants, 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.

## **Section 2 – Staff**

### **Recruitment**

Arts and Media 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 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 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 Arts and Media 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 Arts and Media 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 Arts and Media School, 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 training sessions, online information, hard copy information.

**Training/information delivered**

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
2 Sept 2022	Part 1 KCSIE, reporting through 'My Concern'  Discussion of theoretical cases	All staff (not including casual e.g. invigilators)  To be followed in term time by online training
Autumn Term	Part 1 KCSIE – discussion how an issue may present & responsibilities	Invigilation staff & Adult helpers
Summer Term	Part 1 KCSIE – discussion how an issue may present & responsibilities	Invigilation staff & Adult helpers

**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: all subjects covered in part 1 of the Keeping Children Safe in Education Statutory guidance.

**Section 5 – Reporting**

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

all staff report concern through the 'My Concern' website. Invigilator or agency staff report to the exams officer or can report to the Safeguarding Lead or any of the deputies. Posters in every room show the names and pictures of the safeguarding lead and deputies. 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 whistle blowing policy – shared with all staff through the staff shared area

**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**

A roving invigilator will constantly 'rove' around all rooms where candidates are working on a one to one basis and will check in for each room. Each invigilator will also have the phone number of the exams staff

**Leaving the examination room temporarily**

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

The roving invigilator will accompany the candidate to the cubical and first check that the facilities are clear of any unauthorised items. Then wait outside the door and accompany the candidate back to the exam room.

Where a member of staff may accompany a candidate who is feeling unwell. The roving invigilator will wait with the candidate outside the exams room while the exams officer is called upon.

## 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)

### **Check someone's criminal record as an employer**

[www.gov.uk/dbs-check-applicant-criminal-record](http://www.gov.uk/dbs-check-applicant-criminal-record)

**DBS Update Service** [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)

**DBS Checks for Schools** [www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/](http://www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/)