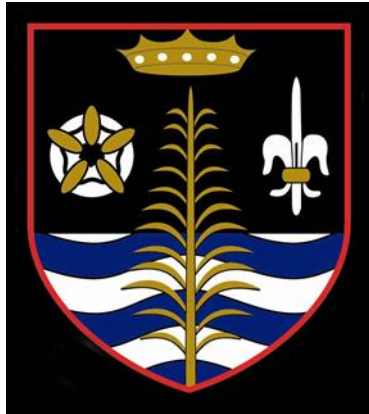


# **BLESSED ROBERT SUTTON CATHOLIC VOLUNTARY ACADEMY**



## **Child Protection and Safeguarding Policy Exams 2022/2023**

## Purpose of the policy

This policy details how the centre (BRS), 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 BRS.

## Policy aims

- To provide all exams-related staff at the centre (BRS) 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/students, parents/carers and other partners when taking examinations and assessments at BRS
- To contribute to the wider centre Child Protection and Safeguarding Policy (see below)

## Roles and Responsibilities

**Designated safeguarding lead (DSL):** The DSL and Safeguarding Team will take 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 annually

**Other exams staff** such as 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 policy (see below)

### Recruitment

BRS will ensure ensures that only 'suitably qualified and experienced adults' are employed in the management, administration and conducting of examinations and assessments and, if offered employment, be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role.

### 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.

## Training

All exams staff at BRS are made aware of the good practice guidelines and staff code of conduct in relation to child protection and safeguarding including referencing to **Keeping children safe in education** [www.gov.uk/government/publications/keeping-children-safe-in-education--2](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

They are informed and updated on the contents of the centre Child Protection and Safeguarding Policy via annual training and the Exams Officer will keep a record of all training given prior to the start of an examination season.

## 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:

- Invigilators will always have a means of summoning immediate assistance in case of any concern (via radio or telephone).
- The Exams Officer will act as a roving invigilator and check on any student being supervised on a one to one basis at regular intervals during the exam.

## Leaving the examination room temporarily

Where an invigilator or member of exam staff may accompany a candidate requiring a toilet break during an exam, the member of staff is required to first check that the facilities are unoccupied. A note will be made on the exam incident log detailing at what time the candidate is left unaccompanied at the entrance to the facility.

Where a member of staff may accompany a candidate who is feeling unwell, a note will be made on the exam incident log detailing at what time the candidate is left at Reception or in the Medical Room.

## Reporting

The process for staff to report issues/concerns relating to child protection and safeguarding is detailed in the **Centre Child Protection and Safeguarding Policy** which can be found on the school web-site:

<https://www.robertsutton.srscmat.co.uk/wp-content/uploads/sites/5/2022/10/Child-Protection-and-Safeguarding-Policy-2022.pdf>