



St Joseph's Catholic High School

# Child Protection and Safeguarding Policy (Exams)

2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by

Head of Centre,SLT,EO Nov 2026

Date of next review

October 2027

## Key staff involved in the policy

Role	Name(s)
Head of centre	<b>Ms Kelly Riddles</b>
Designated safeguarding lead	<b>Ms M Banaszczyk</b>
Designated safeguarding lead (deputy)	<b>Ms M Banaszczyk</b>
Exams officer	<b>Ms S Dar</b>

## **Purpose of the policy**

This policy details how **St Joseph's Catholic High School** 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 St Joseph's Catholic High School.

## **Policy aims**

- To provide all exams-related staff at St Joseph's Catholic High 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 pupils/students, parents/carers and other partners when taking examinations and assessments at St Joseph's Catholic High School.
- To contribute to the wider centre Child Protection and Safeguarding Policy

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

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

DSL Ms McCormack 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 also undertake all relevant training.

### **Other exams staff**

Trained invigilators, SEND team, practical assistants and all facilitators of Access Arrangements will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy.

## **Section 2 – Staff**

### **Recruitment**

St Joseph's Catholic High 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 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

### **'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 Joseph's Catholic High 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 **St Joseph's Catholic High 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 **St Joseph’s Catholic High 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 regular in house and on-line 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.)
Autum Term 2023	Update On-line Training	All staff
February 2024	Keeping Children Safe in Education - hard copy information	All Invigilators

## 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:

## Section 5 – Reporting

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

Contact the DSL Ms McCormack or the Deputy DSL, Ms Banaszczyk or any other member of the team and CPOMs.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should note the following:

There is a management, leadership, and accountability structure: in each school, within STCAT as a whole, and beyond it.

An employee should begin by sharing their concern, along with supporting information, with one of the following, at the lowest appropriate 'level' depending on your own situation within the organisation – and on the level of seriousness of the matter

- Your line manager
- A member of the Senior Leadership Team
- The Headteacher
- The Strategic Executive Leader (SEL) of STCAT
- The Chair of the school’s Local Academy Committee

- The Chair of the Board of Directors
- The Diocese
- ESFA (Education and Skills Funding Agency)

Whoever you approach, the individual may not automatically undertake their own investigation but may refer the matter to a more appropriate person in this 'chain'.

External agencies may then be involved, e.g. police. Whistleblowing disclosures are best made in writing and investigations are most easily followed up if the whistleblower gives their name. Prior to putting the information in writing, the whistleblower may prefer to raise the matter directly with the most appropriate person in the above list. No disclosure should be made to the Diocese or to ESFA before it has reached the Chair of Directors – unless the information might reasonably be believed to be seriously critical of the Chair of the Board of Directors personally.

5. Protection for a Whistleblower • Employment Law protects a whistleblower from unfair or retaliatory dismissal by their employer, or detriment such as punitive action by the employer.

- The Public Interest Disclosure Act (PIDA) offers protection to an employee who makes a disclosure to an appropriate person or body beyond their employer (eg in this case ESFA in the list above), provided that the information and any allegations are substantially true

- Within STCAT and/or the Diocese the whistleblower's name will be kept confidential if they so wish – as long as such confidentiality does not hinder the investigation or adversely affect its outcome.

6. Anonymous Whistleblowing Anonymous disclosures will be considered but the anonymity itself may prevent follow-up or impede the progress of any investigation. An anonymous whistleblower may lose their legal rights to protection, as anonymity could make it more difficult to prove that any ensuing detriment is caused directly by the disclosure of information.

. What happens next when you '**Blow the Whistle**' An investigation will be undertaken and the whistleblower may be asked for further information. The whistleblower does not have the right to be given information about the investigation itself or to be consulted about it. Such dialogue could compromise the whistleblower's confidentiality (or anonymity) and might undermine the legitimacy of any formal investigation. Others need confidentiality, too. If the whistleblower later has reasonable grounds for believing that the matter has been covered up, they may refer both the original matter and the cover-up to a higher authority in the above list, culminating in ESFA. Such 'passing up' must not by-pass the Chair of Directors or the Diocese unless either is reasonably believed to be involved in the wrong-doing or in covering up such wrong-doing. In accordance with Diocesan Protocols, the Chair of Directors will immediately inform the Diocese of any concern that may have a detrimental impact – on either an individual school or STCAT as a whole – in the following areas:

- Catholic character, ethos and mission
- Religious Education
- Collective Worship
- Admissions
- Relationship and Sex Education
- Denominational Inspection

## **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**

Message the Examinations Officer who will immediately notify DSL / member of DSL team.

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

Where a member of staff may accompany a candidate requiring a toilet break they will escort them to the toilet check that the cubicle is clear then wait outside until the candidate exits and escorts them back to the Examination Room.

Where a member of staff may accompany a candidate who is feeling unwell contact the Exams officer or roving invigilator who will assist.

## **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/)