



# **Child Protection and Safeguarding Policy (Exams)**

## **September 2025-26**

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<b>Cycle</b>	Annual
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*This Policy is current as of September 2025 but is a Work in Progress Document and will be continually assessed.*

*Please note that any or all of this policy may be overridden/revisited/amended should there be any national or international situations, that dictate extreme circumstance, which is out of our control, and this will be communicated via various mediums if and when necessary.*

## Key staff involved in the policy

Role	Name(s)
Head of centre	<b>Suzy Mattock</b>
Designated safeguarding lead	<b>Gemma Hirst</b>
Designated safeguarding lead (deputy)	<b>Chloe Reeves</b>
Exams officer	<b>Kate Truelove</b>
HR contact	<b>Alison Keeton</b>

## Purpose of the policy

This policy details how, 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 HGCS

## Policy aims

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

## Section 1 – Roles and Responsibilities

### Designated Safeguarding Lead (DSL), Deputies and the wider Safeguarding Team

*The Designated Safeguarding Lead (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 Officer

*The Exam Officer will support the DSL as directed, and also undertake all relevant training etc.*

### Other Exams Staff (HGCSG Exam Team)

*The HGCSG Exam Team 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

HGCSG 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.
- 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 one Safer Recruited member of staff
- New exam invigilators are also asked to complete Declaration of Malpractice or Maladministration Sanctions form

### 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).

## 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 move 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 standard or enhanced DBS certificate. This will not apply to any invigilators who meet the 'frequency test' at HGCSG – 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 HGCSG.

## 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 HGCSG 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 participating in a safeguarding induction as set out by the Sheffield Safeguarding Partnership

All exam invigilators should receive safeguarding refresher training yearly with new invigilators receiving a safeguarding induction within 7 days of starting.

## Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
1 Oct 2025	Safeguarding induction training	Exam invigilators
1 Oct 2025	Safeguarding update as part of mandatory yearly update	Exam 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:

- Abuse of position of trust
- Children who may be particularly vulnerable
- Children with special educational needs and disabilities or have mental health needs
- Staff reporting concerns about a colleague or other adult who works with children (Whistleblowing)
- Confidentiality and information sharing
- Taking action
- If a member of staff or volunteer is concerned about a pupil's welfare
- If a pupil discloses to a member of staff or volunteer

## Section 5 – Reporting

Any staff working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff should always act in the best interests of the child and staff should act immediately on such concerns.

If any member of the exams team has a safeguarding concern for a student where they feel the child has experienced or likely to experience harm, then **staff must report the concern to a member of the safeguarding team face-to-face immediately**. The safeguarding team consists of the Designated Safeguarding Lead, Gemma Hirst, and two Deputy Designated Safeguarding Leads Chloe Reeves and Rochelle Roberts. The safeguarding team can be located in the safeguarding office (upstairs in building one, opposite room 114). The exams team will support one another to allow a member of staff to go to the safeguarding office when needed and ensure that the safeguarding procedure is followed at all times. A child's safety is paramount at all times throughout the exams period.

## Section 6 - Protocols for one-to one support/supervision

Where staff are engaged in invigilation/facilitation the following protocols should be followed.

### **Summoning immediate assistance in case of any concern:**

*Ask the Roving Invigilator to use the walkie talkie radio to contact the Exam Officer who will then use the School Radio to alert staff to the situation*

*If appropriate and safe to do so, the Roving Invigilator to come across to the Exam Office who will then use the School Radio to alert staff to the situation*

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

#### ***Where a member of staff may accompany a candidate requiring a toilet break***

*The Roving Invigilator\* will escort the candidate to the nearest student toilet (NOT a staff facility excepting the disabled toilet opposite the Hall)*

*The Roving Invigilator will stand outside the facility so that the candidate can enter the cubicle and wait until they come out and then escort them back to the exam room*

*The Roving Invigilator will not enter the facility unless the candidate is taking an unusual amount of time or sounds of distress can be heard upon which the Roving Invigilator will knock on the cubicle door to enquire if assistance is needed. If in their opinion, assistance is needed they will go to the nearest office/ask any member of staff passing to request assistance*

*If the candidate is a GCSE candidate, then they must be supervised by centre staff at all times, to abide by JCQ regulations as they will not be allowed back into the exam room if they have been unsupervised to even a short amount of time. They must be escorted personally back to the exam room if this is appropriate*

*The Roving Invigilator must be allowed to return to the exam room at the earliest convenience*

*The Roving Invigilator will write a statement for the Exam Officer, if necessary, which will also be copied to Safeguarding staff.*

### ***Where a member of staff may accompany a candidate who is feeling unwell***

*The Roving Invigilator follow whatever the current procedure is to summon first aid assistance*

*If the candidate is a GCSE candidate, then they must be supervised by Reception or other staff at all times to abide by JCQ regulations as they will not be allowed back into the exam room if they have been unsupervised to even a short amount of time. They must be escorted personally back to the exam room if this is appropriate.*

*If the candidate simply needs a short break, then the Roving Invigilator may find a safe appropriate place for the candidate to recover whilst being supervised, then return to the exam room*

*For internal exams, the candidate may be left in Reception, and the Roving Invigilator can return to the exam room after explaining the issue. Reception will then contact HoY to deal with the issue.*

*The Roving Invigilator must be allowed to return to the exam room at the earliest convenience*

*Where a candidate needs to go home, then parents will be called and asked to come and collect, depending on the time, the candidate may be able to go home themselves*

*The Roving Invigilator will write a statement for the Exam Officer which will also be copied to Safeguarding staff if necessary.*

*\* We assume that the Roving Invigilator will perform these tasks however it could be any member of the Exam Team depending on wider circumstance*

## **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)