



**Queen Katharine  
Academy**

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

**2023/24**

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Kirsty Cleworth/Julie Aukland	
Date of next review	Oct 24

**Key staff involved in the policy**

Role	Name(s)
Head of centre	<b>Philip Masterson</b>
Designated safeguarding lead	<b>Jo Hammond</b>
Designated safeguarding lead (deputy)	<b>Jenie Roddis</b>
Exams officer	<b>Louise Setchfield, Amy Wild</b>

### **Purpose of the policy**

This policy details how Queen Katharine Academy, 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 Queen Katharine Academy.

### **Policy aims**

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

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

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

**Jo Hammond** (DSL) and Jenie Roddis (Deputy 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**

Louise Setchfield and **Amy Wild** will support the DSL as directed, and undertake all relevant training etc.

#### **Other exams staff**

Julie Aukland – Exams Manager

Olanda Veldre – Data Officer

Georgia Southwell – Data Administrator

#### **Invigilators**

Philippa Cooke

Marlene Clements

David Setchfield

Samantha Newson

Colin Drewery

Edwin Cooke

Anna Neale

Lisa Rumble

Catherine Lee

Katrina Walker  
Carolyn Doherty  
Frances Hunter  
Karen English  
Margaret Pacey  
Janice Foulkes – Arnold  
Tony Edwards  
Vanessa Cann  
Madiha Imtiaz  
Shabnam Aftab  
Jeanette Khadem Moosavi  
Lesley Van-Oukama  
Ghazala Begum  
Dawn Birch-James  
Sue Winch

## Section 2 – Staff

### Recruitment

Queen Katharine Academy 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 and that they notify the Trust of any safeguarding concerns
- providing evidence of identity and qualifications
- 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.
- All interview questions will be relevant to the job description and person specification and the candidate's suitability for the position. The interview will include competency based questions as well as exploring the knowledge and understanding of Safeguarding and Prevent.
- All members of the interview panel will have an Interview Assessment Form for each candidate to enable them to record answers, score each question and make any relevant notes to make an informed decision
- 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**

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 be 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 Queen Katharine Academy – 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 Queen Katharine Academy.

#### **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 exam staff at Queen Katharine Academy 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 staff briefing at the start of the academic year, online training, information and updates.

#### Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
12 <sup>th</sup> October 2022	Staff briefing/online training	invigilators
7 <sup>th</sup> December 2023	Online training	invigilators

Commented [AW1]: Extra dates need adding?

#### 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
- Early help
- Reporting attendance concerns
- Staff reporting concerns about a colleague or other adult who works with children (Whistleblowing)
- Complaints procedure
- Site security
- Confidentiality and information sharing
- Photography and images
- Child protection procedures
- Recognising abuse - physical abuse, emotional abuse, sexual abuse and neglect
- Indicators of abuse
- 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
- Bullying, peer on peer abuse and harmful sexual behaviour
- Peer on peer sexual violence and sexual harassment
- Youth produced sexual imagery
- Serious violence
- Child sexual exploitation (CSE) and child criminal exploitation (CCE)
- So-called 'honour based' abuse
- Female genital mutilation
- Forced marriage
- Protecting children from radicalisation and extremism
- Domestic abuse

#### Section 5 – Reporting

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

Invigilators to report any concerns to Louise Setchfield/Julie Aukland who will guide them to record their information on My Concern

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should report this directly to Head of School.

## **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**

The roving invigilator visits exam rooms frequently so can get help and the invigilator has a mobile phone (on silent) to able to contact the office.

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

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

At QKA the invigilator will accompany the candidate to the toilet (single Toilet) and they wait outside for the candidate to emerge.

Where a member of staff may accompany a candidate who is feeling unwell - at QKA the normal practice is to call the Welfare Officer who will attend the candidate where possible outside the Exam Venue

## **References**

**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)

**Check someone's criminal record as an employer** [www.gov.uk/dbs-check-applicant-criminal-record](https://www.gov.uk/dbs-check-applicant-criminal-record)

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

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