



Notre Dame High School

Child Protection and

Safeguarding Policy (Exams)

2025/26

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Martyn Birch	
Date of next review	December 2026

Key staff involved in the policy

Role	Name(s)
Head of Centre	Deidre Cleary
Designated safeguarding lead	Stuart Scriven
Designated safeguarding lead (deputy)	Martyn Birch
Exams Manager	Heather Slater

Purpose of the policy

This policy details how Notre Dame High School, ensures that the moral and statutory responsibility to safeguard and promote the welfare of children is met in relation to the management, administration and conducting of examinations and assessments.

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 Notre Dame High School

Notre Dame High School ensures compliance with the statutory guidance for schools and colleges as set out in the Department for Education's [Keeping children safe in education 2025](#) publication.

Policy aims

- To provide all exams-related staff at Notre Dame 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 students, parents/carers and other partners when taking examinations and assessments at Notre Dame High School To contribute to the wider centre Child Protection and Safeguarding Policy

Introduction

All staff involved in the management, administration and conducting of examinations at [insert centre name] are made aware of their safeguarding responsibilities. This includes raising awareness and understanding of the role played by these staff members in safeguarding and promoting the welfare of children whilst they are undertaking their examinations/assessments.

As part of the training given to staff involved in the management, administration and conducting of examinations/assessments, the following are highlighted as part of an induction/training programme:

- child protection policy (which should amongst other things also include the policy and procedures to deal with child-on-child abuse)
- behaviour policy (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)
- staff behaviour policy (sometimes called a code of conduct) should amongst other things, include low-level concerns, allegations against staff and whistleblowing
- safeguarding response to children who are absent from examinations, particularly on repeat occasions and/or prolonged periods
- the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies)

Section 1 – Roles and Responsibilities

- **Designated safeguarding lead (DSL)**
- Stuart Scriven (and safeguarding 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 Manager**
- Heather Slater will support the DSL as directed, and also undertake all relevant training etc.
- **Other exams staff**

- 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 processes/policy etc.

Section 2 – Staff

- **Recruitment**
- Notre Dame 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 (one must be the candidate’s current or most recent employer). Where a candidate has previously worked with children, at least one of their referees must be able to comment on the applicant’s suitability to work with children
 - providing evidence of identity and qualifications
 - if shortlisted, be interviewed by a panel of at least two members of staff, with at least one being a member of the Senior Management Team. At least one panel member will have undertaken Safer Recruitment in Education training
 - 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 for a period of at least 3 months over the past 10 years. In these circumstances, we must be provided with a Certificate of Good Conduct (the country’s equivalent of a DBS check) from each country which the candidate has lived in during that period of time. It is the exam invigilators/facilitators’ responsibility to provide us with this information. The school will cover costs for this up to a maximum amount of £100 in total
 - 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

All offers of employment are conditional subject to the successful completion of pre-employment checks

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 be checked using their DBS Update Service status on a termly basis. It is the exam invigilators/facilitators’ responsibility to renew their DBS Update Service subscription on an annual basis, although the school will send an e-mail reminder the month before their renewal date. If their DBS Update Service subscription is not kept up to date then the exam invigilator/facilitator will need to undertake a new DBS check and sign up the for DBS Update Service again.

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 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 Notre Dame 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 their DBS check has been checked online within the last 12 weeks using the DBS Update Service and is still satisfactory) without the need for additional checks or any additional attendance at Notre Dame High School. ID must also be provided.

Section 3 – Supporting staff

All exams staff at Notre Dame High School:

- are made aware of the good practice guidelines and staff code of conduct in relation to child protection and safeguarding.
- receive appropriate safeguarding and child protection training at induction/the centre's annual exam update training session. This training is regularly updated to include the most up-to-date guidance from the relevant authorities
- receive safeguarding and child protection (including online safety) updates as required, and at least annually, to continue to provide them with the relevant skills and knowledge to safeguard children effectively. This includes updates on the centre's Child Protection and Safeguarding Policy by the annual training update.

Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
Spring 2026	Refresher and updates presentation delivered by DSL	Invigilators and LSA

Section 4 – Areas covered-TO BE UPDATED ONCE 25/26 TRAINING HAS BEEN DELIVERED

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)
- Complaints procedure
- Site security
- Confidentiality and information sharing
- 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
- Child sexual exploitation (CSE) and child criminal exploitation (CCE)
- Protecting children from radicalisation and extremism
- Domestic abuse
- Invigilation/facilitation and/or centre supervision with a candidate on a one-to-one basis
- Escorting a candidate to the toilet
- Dealing with a candidate who refuses to come out of the toilet
- Dealing with a candidate who has been taken out of the exam room due to illness
- Dealing with a candidate who has fallen asleep in the exam room

Section 5 – Reporting

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

Contact Stuart Scriven the DSL or one of the designated deputies as outlined on the safeguarding training day.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should contact Deidre Cleary headteacher, or in her absence Suzanne Woodward deputy head teacher.

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

Contact Lesley Paine via mobile phone

Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break, the candidate is escorted to the outer most door of the facilities.

Where a member of staff may accompany a candidate who is feeling unwell will be escorted to, and supervised at, the medical room.

References

Keeping children safe in education 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

DBS Update Service www.gov.uk/dbs-update-service

DBS Checks for Schools www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/