



INNOVATE2EDUCATE
Partnership



3R Child Protection and Safeguarding Policy (Exams) 2025-2026

This policy was approved as follows:

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|---------------------------|-----------------|--------------------------|---------------|
| Approver: | TAHS Governors | Date: | February 2026 |
| Owner: | Rebekah Lindsay | Version: | 1 |
| LAC adoption date: | March 2026 | Review frequency: | 1 year |
| Status: | FINAL | Next review date: | February 2027 |

This policy applies to all School Academy staff, pupils and parents.

Key staff involved in the policy

| Role | Name(s) |
|--|------------------|
| Head of Centre | Mrs L Heywood |
| Designated Safeguarding Lead | Mrs H Major |
| Designated Safeguarding Lead (senior deputy) | Mr J Brassington |
| Senior Leader | Mrs R Linsay |
| Exams Officer | Mrs B Sosinski |

Purpose of the policy

This policy details how Thomas Alleyne's 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 Thomas Alleyne's High School.

Thomas Alleyne's 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 Thomas Alleyne's 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 Thomas Alleyne's 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 Thomas Alleyne's High School 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)

- 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

- will support the DSL as directed, and undertake all relevant training etc.

Other exams staff

- exams assistants, invigilators, facilitators of access arrangements, etc will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy, etc.

Teaching staff

- will ensure that where candidates are taking non-examination assessments, they will check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities, etc.

Section 2 – Staff

Recruitment

Thomas Alleyne's 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

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 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 Thomas Alleyne's 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 Thomas Alleyne's 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 Thomas Alleyne's 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 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.) |
|-------------------------------|---|---|
| 30 th January 2026 | Prevent Safeguarding Training. | Invigilators. |
| 7 th November 2025 | Level 1 Safeguarding Online Training National College | New Invigilators appointed in September 2026. |

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:

- 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:

- Complete a Safeguarding form
- The form will be forwarded to the DSL

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should refer to the Innovate to Educate Whistleblowing Policy.

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

- Invigilators are allowed personal mobile phones in the exam room to be used for contacting exam office staff in the event of emergency or concern

Leaving the examination room temporarily

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

- The Lead invigilator is notified, who will be aware of the ratio of invigilators to students in the room. If necessary to maintain the correct ratio, the exam office staff will be called for assistance. The time the student left and returned to the room will be logged on the room incident sheet.
- From the main exam venues, students are accompanied to the entrance of the facility which is a single disabled toilet close to the reception area.
- From the smaller exam venues, students are accompanied to the entrance of the closest facility

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

- The Lead invigilator is notified and will contact the exam office staff for assistance.
- The student will be accompanied to the reception area and the medical team to assess the situation
- The student will remain supervised at all times, and if appropriate returned to the exam venue or sent home. Special attention will be required to maintain the integrity of the exam in accordance with JCQ procedures.
- The time the student left / returned to the room will be logged on the room incident sheet.

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/

