



# Examinations

## Child Protection and Safeguarding

Policy Reference	
Committee	
Completed Review Date	March 2026
Policy Owner	Exams Officer
Ratified by Governors	
Next Review Due	Spring 2027

Signed by Principal	
Signed by Chair of Governor	

### MONITORING, EVALUATION AND REVIEW

This policy will be reviewed when there are changes in the law or at least every two years, to assess implementation and effectiveness in line with DfE guidance September 2022.

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## 1. Introduction

This policy details how Chiltern Hills 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 Chiltern Hills Academy.

## 2. Purpose of the Policy

This policy aims:

- To provide all exams-related staff at Chiltern Hills 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 Chiltern Hills Academy.
- To contribute to the wider centre Child Protection and Safeguarding Policy

## 3. Roles and Responsibilities

Principal	Mr Tim Dobbs 01494 770999
Designated Safeguarding Lead (DSL)	Mrs Jo Conway (LAC lead) Mrs Gaynor Fulton-Willis 01494 782066
Deputy Designated Safeguarding Lead	Miss Danette McCowan 01494 782066
Nominated Safeguarding Governor	Mr Nick Brown Nbrown1@chacademy.co.uk
Chair of Governors	Mr Graham Hull GHull2@chacademy.co.uk
Other key staff	Mrs Sam Mitchell (LGBT Champion)

### **Exams officer**

The Exams Officer will support the DSL as directed, and undertake all relevant training.

### **Other exams staff**

Exams assistant, invigilators, 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 onto CPOMS directly.

### **Recruitment**

Chiltern Hills 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
- 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. 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 the Exams Officer and HR Manager.

### **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 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 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 Chiltern Hills 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 Chiltern Hills 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.

## 4. Supporting Staff

All exams staff at Chiltern Hills 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 training sessions, online information and hard copy information.

### Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
Sept 2025	Safeguarding Presentation and new Keeping Children Safe in Education Booklet	Invigilators and Facilitators
March 2025	Safeguarding Presentation	Invigilator Training Meeting
Sept 2024	Safeguarding Presentation and new Keeping Children Safe in Education Booklet	Invigilators and Facilitators
As required	Safeguarding Training	New Invigilators

## 5. 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

## 6. Reporting

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

All staff must follow the reporting procedures as follows when reporting any safeguarding concerns:

- Staff must ensure the child is in a safe place and in receipt of support;
- Staff must use CPOMS to record their safeguarding/child protection concern;
- All safeguarding concerns are recorded on CPOMS. Our safeguarding team will then take the most appropriate action and record details on CPOMS. Once logged on this system the safeguarding concern will be prioritised and actioned. All actions are recorded using CPOMS software.
- The following information is required when recording a concern on CPOMS:
  - Staff must ensure the time and date of the incident is recorded;
  - A factual account of the incident must be recorded, including who was involved, what was said/seen/heard, where the incident took place and
  - any actual words or phrases used by the child;
  - Use a body map to record any injuries seen or reported by the child;
  - Any linked students will be recorded

### Allegations against staff and volunteers

- We have a **Child protection and Safeguarding policy which can be found** which can be found in the Key Documents & Policies area of the Learning Platform. Staff are required to familiarise themselves with this document during their induction period.

- All staff must be aware of their duty to raise concerns about the attitude or actions of colleagues and report their concerns to the Principal or Chair of Governors

## Whistleblowing

- We have a **Whistleblowing Policy** which can be found in the Key Documents & Policies area of the Learning Platform. Staff are required to familiarise themselves with this document during their induction period.
- All staff must be aware of their duty to raise concerns about the attitude or actions of colleagues and report their concerns to the Principal or Chair of Governors.

## 7. 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/Facilitators contact the Examinations Officer on the exams mobile phone
- Invigilators/Facilitators contact the Examinations Officer on the telephone in the exam room if it is one.
- If there are more than one invigilator/facilitator in an exam room, one person would leave the room to see the Examinations Officer or a member of the Senior Leadership Team.

### Leaving the examination room temporarily

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

- The invigilator/facilitator must ask the student to remove their blazer/jacket before proceeding to the toilet.
- The invigilator/facilitator must ask if they have anything on their person before proceeding to the toilet.
- The invigilator/facilitator must check that the toilet is unoccupied and nothing has been left in the toilet before the candidate enters.
- After the checks have been made and the invigilator/facilitator will then wait outside the entrance to the facilities and the candidate is then left unaccompanied to go into the toilets and cubicle.

- When the candidate returns the invigilator/facilitator will accompany them back to the exam room.

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

- The invigilator/facilitator must ask the student to remove their blazer/jacket before proceeding to go outside.
- The invigilator/facilitator must ask if they have anything on their person before proceeding to go outside the exam room.
- The invigilator/facilitator should take the candidate to the medical room but must accompany the candidates all times.
- If the candidate just requires fresh air as they are feeling unwell the invigilator/facilitator should accompany them at all times and in an open space.
- The Examinations Officer should be notified via the exams mobile phone or by the medical staff.

Chiltern Hills Academy full Child Protection and Safeguarding Policy can be found in the Key Documents & Policies area of the Learning Platform.

## 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/)

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