

**CHILD PROTECTION AND
SAFEGUARDING POLICY
(Exams)
2025/26**

Key staff involved in the policy

Role	Name(s)
Head of centre	Mr M Rayner
Deputy Headteacher (Exams)	Mrs E Todd
Designated CMAT safeguarding lead	Mrs J Stubbs
Deputy Designated Safeguarding/Inclusion Manager	Mrs A Staton
Deputy Designated safeguarding lead	Mrs L Holliday
Safeguarding Manager	Mrs S Flynn
Exams officer	Mrs M Thompson

Purpose of the policy

This policy details how St Thomas More Catholic Academy 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 St Thomas More Catholic Academy.

St Thomas More Catholic Academy 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 St Thomas More Catholic 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 St Thomas More Catholic Academy.
- To contribute to the wider centre Child Protection and Safeguarding Policy

Introduction

All staff involved in the management, administration and conducting of examinations at St Thomas More Catholic Academy 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)

Designated safeguarding lead (DSL) with overall responsibility for child protection and safeguarding (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

Will support the DSL as directed, and also undertake all relevant training etc.

Other exams staff

Designated Senior Exam Lead – Mrs E Todd

Admin – Mrs A Hartley; Mrs J Perry; Mrs L Holliday; Miss K Burton; Miss M Horton; Mr S Goodall; Mrs J Martin; Miss R Bucknall

Invigilators – Ms G Baddeley; Mrs H Goodwin; Mrs T Rashid; Mrs S Dodd; Mrs J Platt; Mrs K Owens; Mrs K Price; Mrs M Masheter; Mrs E Twigg; Mrs Z Lancaster, Mrs A Brown, Miss E Charsley, Mrs A Snow,

Head of KS4 – Miss L Beasley

SENCo – Mrs C Wheeler

Assistant SENCo – Mrs G Mutton

LSP's associated with exams

Teaching staff

Appropriate 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.

Section 2 – Staff

Recruitment

St Thomas More Catholic 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, 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
- be interviewed by a panel of at least two school leaders/governors, if shortlisted

- be interviewed by designated senior leader (exams) and examinations officer (invigilator recruitment)

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 St Thomas More Catholic 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 St Thomas More Catholic 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 exams staff at St Thomas More Catholic Academy:

- 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 attending training sessions each academic year, via online information and hard copy

information. All invigilators will attend the Full Level 1 Safeguarding Children covering all elements of safeguarding, signs to be aware of and how to report any concerns, and will also receive documents:

- Keeping Children Safe in Education
- STMCA Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Harmful Sexual Behaviours Policy
- Anti-bullying Policy

Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
1/9/2025	INSET – Vulnerable/SEND Student Strategy and updates 25/26	All Staff
1/9/2025	L1 Safeguarding Training	New staff and staff nearing expiry
2/9/2025	Keeping Children Safe in Education 2025 updates	All Staff
2/9/2025	Cyber Security for secondary school staff	All staff
3/9/2025	Data Protection and GDPR	All staff
9/9/2025	L1 Safeguarding Training	Catering & Cleaning staff
3/11/2025	L1 Safeguarding Training Certificate in Equality, Diversity & Inclusion	New staff and staff nearing expiry All staff
5/1/2026	Certificate in Prevent Duty	All staff

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:

- Keeping Children Safe in Education
- STMCA Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Harmful Sexual Behaviours Policy
- Anti-bullying Policy

The training covered should include information on how to deal with exam-related scenarios in line with child protection and safeguarding requirements/protocols, including:

- **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:

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely. In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead and the relevant Pastoral Lead/staff. This will ensure that the concern is received. Exam staff are trained to seek safeguarding support via M Thompson (Exams Officer) who will direct to the nearest member of the safeguarding team, or via student reception staff calling for a safeguarding officer. Staff are reminded of the need to report any concern immediately and without delay.

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 centre policy for Whistleblowing available from the Exam Officer.

Where staff are concerned about an adult working with children in the school, they should report this directly to the Headteacher or the DSL. In the unlikely event that the DSL and Headteacher are not on site then this should be reported via email. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher. Concerns around the Headteacher should be directed to the Chair of Governors: Mr R Fello. The CMAT will continue to offer support in the process of managing allegations.

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 Examinations Officer should be summoned immediately if there are any candidate concerns. The EO will then summon the assistance of a senior member of staff.

Leaving the examination room temporarily:

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

The student must be accompanied to the toilet facilities at all times. The member of staff is to first check that the facilities are unoccupied, at which point the candidate may enter the facilities unaccompanied (at the entrance to the facility/the entrance to the cubicle). The member of staff will wait outside the facilities/cubicle.

Main Exam Hall (Sports Hall) – use of staff/disabled toilet in the main Sports Hall entrance

Chapel/Room 119 – use of the green Y7 toilets by Student Services

House – use of toilet on upper floor and lower ground floor

Room 223 – use of toilets Sixth Form area

Conference Room/Meeting Room – use of disabled toilet by Main Reception

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

If a candidate is required to leave the exam room due to illness, the member of staff (non-teaching staff) will take the candidate to Student Services who will contact the Examinations Officer. The candidate will be assessed to determine if fit to continue the exam either by being escorted back to the exam room, alternative room with an invigilator to complete the exam, or if not deemed fit to continue parents will be contacted by Student Services to arrange collection. The candidate must be supervised at all times and remain under centre supervision until 1 hour after the start of the exam in line with JCQ regulations or after the duration of the exam if duration is less than 1 hour, unless the case is a medical emergency requiring immediate medical intervention, in which case the EO will contact the awarding body and complete any necessary paperwork.

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/