Child Protection and Safeguarding (Exams) Policy

2026/2027

THE KING DAVID HIGH SCHOOL

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Tracy Basger	
Date of next review	31 October 2027

Key staff involved in the policy

Role	Name(s)
Head of centre	**Tracy Basger**
Designated safeguarding lead	**Paula Watson**
Designated safeguarding lead (deputy)	**Lorna Brown**
Exams officer	**Joanna Hipkiss**

Purpose of the policy

This policy details how The King David High School 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 The King David High School.

The King David 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 2026 publication.

Policy aims

- To provide all exams-related staff at The King David 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 The King David 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 The King David 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)

The DSL is a member of the senior leadership team. Our DSL is Paula Watson. The DSL takes lead responsibility for child protection and wider safeguarding.

During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns: Email: p.watson@kdhigh.co.uk Phone number: 0161 740 7248 Internal extension: 245

When the DSL is absent, the deputies (DDSL) –Lorna Brown – will act as cover.

Email: Email: l.brown@kdhigh.co.uk Phone number: 0161 740 7248 Internal extension: 126

Exams officer

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

Other exams staff

Exams Office Assistant, TAs, Invigilators will support the Exams Officer and DSL and will undertake all relevant training and report all child protection and safeguarding issues in line with the centre processes.

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

The King David 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
- be interviewed by the staffing governor and one other governor or one other school leader

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 5 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 or enhanced DBS certificate. This will not apply to any invigilators who meet the 'frequency test' at The King David 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 The King David 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.

All examination staff at The King David High School are made aware of the good practice guidelines and staff code of conduct in relation to child protection and safeguarding.

- All examination staff 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
- All examination staff 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 training sessions and online information.
- All examination staff, including invigilators and access arrangement facilitators, must read Part One of Keeping Children Safe in Education 2026 and receive appropriate safeguarding training before undertaking their duties.

Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
28/8/26	Annual Safeguarding Training	All Staff
TBC/Prior to Summer 2027		All Invigilators/ TAs

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:

Areas to be covered with exams staff/content of the training offered:-

- 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
- 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
- Child-on-child abuse including sexual violence, sexual harassment and harmful sexual behaviour.
- 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
- Site security

Section 5 – Reporting

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

If you see or hear something that concerns you:

- Do not ignore it and act quickly
- If you have access to CPOMS create a new entry and speak to the DSL/DDSL as soon as you can
- If you do not have CPOMS speak to DSL/DDSL, if you cannot locate them, speak to a senior member of staff
- Remain vigilant to the situation if possible

If a child discloses information to you:

- Reassure the child but don't ask lots of questions
- Show the child you are taking their concern seriously
- Reassure them they are not causing a problem by speaking to you
- Explain that you want to help and that you must pass this information on
- Decide if you should leave the child alone or arrange for someone to stay with them
- If you have access to CPOMS create a new entry and speak to the DSL/DDSL as soon as you can
- If you do not have CPOMS speak to DSL/DDSL, if you cannot locate them, speak to a senior member of staff

Where the DSL or DDSL is unavailable, staff must not delay taking appropriate safeguarding action. Concerns must be reported immediately to a senior member of staff or, where necessary, directly to children's social care. Where a child is in immediate danger, staff must contact the police on 999.

Any safeguarding concern or allegation about a member of staff, invigilator, volunteer or other adult working at the centre must be reported in accordance with the school's procedures for allegations and low-level concerns. Concerns about the head of centre must be reported to the chair of governors.

Section 6 - Protocols for one-to one support/supervision

Staff providing one-to-one examination supervision or access arrangement support must follow the school's safeguarding procedures, maintain appropriate professional boundaries and report any concerns immediately to the DSL or deputy.

Summoning immediate assistance in case of any concern: Contact Exams Officer immediately via mobile phone who will in turn contact DSL or Assistant DSL if required

Leaving the examination room temporarily: Where a member of staff may accompany a candidate requiring a toilet break - the member of staff is required to first check that the facilities are unoccupied, at what point the candidate is left unaccompanied at the entrance to the facility/the entrance to the cubicle and return student back to exam room. Record time student left and returned.

Where a member of staff may accompany a candidate who is feeling unwell – the protocol is to take the student to the main office and sit with them in reception area. Contact the Exams officer to inform them of the situation. The Exams Officer will come to the reception area to assist in the situation.

References

Keeping children safe in education
https://www.gov.uk/government/publications/keeping-children-safe-in-education--2?utm_source=chatgpt.com
Check someone's criminal record as an employer
https://www.gov.uk/dbs-check-applicant-criminal-record
DBS Update Service
https://www.gov.uk/dbs-update-service
DBS Checks for Schools
https://onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/