



Child Protection and Safeguarding Policy (Exams) 2023/2024

Plume, Maldon's Community Academy²

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Centre Name	Plume, Maldon's Community Academy
Centre Number	16351
Date policy first created	03/10/2023
Current policy approved by	Mrs R Clark
Current policy ratified by	Ratified by the Board of Trustees
Date of next review	30/09/2024

Key staff involved in the policy

Role	Name
Head of Centre	Mrs R Clark
Designated safeguarding lead	Mr A Stoneman
Designated safeguarding lead (deputy)	Mrs R Clark
Exams officer	Mrs B Chittock

Purpose of the policy

This policy details how Plume 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 Plume Academy.

Policy aims

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

Section 1 – Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead, Assistant Designated Safeguarding Lead and the relevant year groups Deputy Designated Safeguarding Lead will ensure and lead on the responsibility for the safeguarding and child protection of all stakeholders in relation to the examinations and assessments. The DSL and ADSL will offer advice, support and expertise in all matters relating to child protection and safeguarding in relation to the examinations, assessments and any NEA completion.

Exams Officer

The Exams Officers will have completed the relevant and bespoke training delivered by the DSL and the academy to ensure they are aware of their role in reporting, being vigilant and acting accordingly when safeguarding concerns arise. Training that is required for an exams officer is as follows:

- ~~KCSIE Part 1 Assessment 2023 Update~~
- ~~Peer-Child on Peer-Child Abuse 2021/22~~
- ~~Anti-Bullying 2021/22~~
- ~~Preventing Radicalisation Safeguarding and Child Protection Refresher 2023-2021/22~~
- ~~Onl~~
- ~~Prevent Duty 2023~~
- ~~ine Safety 2021/22~~
- ~~Online Training Survey~~

Other exams staff

All invigilators, facilitators of access arrangements and other members of staff working on behalf of the examination faculty will have completed their own bespoke and relevant training delivered by the DSL or ADSL annually to ensure they are aware of their role in preventing, reporting and remaining vigilant during all examinations.

Section 2 – Staff

Recruitment

Plume 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 can be found on H:/Staff Resources/Policies/HR Policies/Recruitment Policy July 2023 and includes the following procedure:

- Undertaking a pre-interview safer recruitment check for all applications received

~~[Include recruitment process, as example:~~

- completing an application form which includes their employment history and explains any gaps in that history
- providing two referees, ~~including 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 of whom at least one has carried out safer recruitment training.

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

There are limited circumstances where schools and colleges will need to carry out new checks on existing staff. These are when:

- an individual working at the school or college moves from a post that was not regulated activity with children into work which is considered to be regulated activity with children. In such circumstances, the relevant checks for that regulated activity must be carried out;
- there has been a break in service of 12 weeks or more, or
- there are concerns about an individual's suitability to work with children.

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 Plume 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 the DSL when required. This may come in the form of a training programme, an online training course that will require completion and signature to confirm or the sharing of updated policies that the academy may have amended. This would be done in either hard copy form or sharing via the academy email address.

Training Delivery for the Academic Year 2023/24

Date	Training	Deadline
Wednesday Tuesday 5 September 2023	CPD Inset day – presentation on Safeguarding and Inclusion update Required reading – KCSiE document – Part One – Information for all schools and college staff Whole staff update on KCSiE 2023 updates and new legislation for safeguarding shared by the DSL KCSiE Part One assessment on The Key Safeguarding and Child Protection Refresher 2023 – Assessment on TES Develop Prevent duty - assessment on TES Develop Peer on peer abuse – assessment on The Key	Monday 2 October 2023
Monday Wednesday 1 November 2023	Scenario for Staff – KCSiE 2023 Staff training day HSB/Peer-on-peer abuse training Peer-on-peer abuse scenario	Monday 1 November Friday 10 November 2023
Tuesday Friday 5 January 2024	Staff training day Safeguarding training Staff training day Safeguarding training Peer-on-peer abuse scenario	Tuesday Monday 15 January 2024 Forms completed by faculties
Friday 1 April 2022 Monday 26 February 2024	KCSiE Refresher for 2023 Safeguarding training Peer-on-peer abuse scenario	Friday 1 April Forms completed by faculties Friday 8 March 2024
Easter – May half-term 2024	Compulsory annual staff training plan to be shared with all staff ahead of completion before the end of September 2024 Safeguarding training Peer-on-peer abuse scenario	Forms completed by faculties

Monday 10 June 2024 Friday 24 June 2022	Scenario – current Safeguarding matters Staff training day Safeguarding training Peer-on-peer abuse scenario	Forms completed by faculties Friday 21 June 2024
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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.

Training content delivered throughout the year:

- [a](#)Abuse of position of trust
- [c](#)Children who may be particularly vulnerable
- [c](#)Children with special educational needs and disabilities or have mental health needs
- [e](#)Early help
- [r](#)Reporting attendance concerns
- [s](#)Staff reporting concerns about a colleague or other adult who works with children (Whistleblowing)
- [c](#)Complaints procedure
- [s](#)Site security
- [c](#)Confidentiality and information sharing
- [p](#)Photography and images
- [c](#)Child protection procedures
- [r](#)Recognising abuse - physical abuse, emotional abuse, sexual abuse and neglect
- [i](#)Indicators of abuse
- [t](#)Taking action
- [i](#)f a member of staff or volunteer is concerned about a pupil's welfare
- [i](#)f a [pupil-student](#) discloses to a member of staff or volunteer
- [b](#)Bullying, [peer-child](#) on [peer-child](#) abuse and harmful sexual behaviour
- [Peer-c](#)Child on [peer-child](#) sexual violence and sexual harassment
- [y](#)Youth produced sexual imagery
- [s](#)Serious violence
- [c](#)Child sexual exploitation (CSE) and child criminal exploitation (CCE)
- [s](#)So-called 'honour based' abuse
- [f](#)Female genital mutilation
- [f](#)Forced marriage
- [p](#)Protecting children from radicalisation and extremism
- [D](#)omestic abuse
- [KCSIE 2022 Updates](#)
- [c](#)Child on Child Abuse updates and developments from Peer on Peer abuse

Section 5 – Reporting

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

- make mental and/or written notes of issue/concern at the time or as close to the time of occurrence
- refer to Exams Officer/DSL or member of Plume Academy Staff as soon as possible
- If of immediate concern then the examination invigilator should look to report through to the DSL, ADSL or DDSL via themselves in person or via another supporting member of staff whether it be a LSA or another exam invigilator.
- A mobile phone can be used if there is immediate harm to any student or stakeholder that requires immediate attention

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 our Policy and Procedure Guidance for Staff Code of Conduct (including whistleblowing) on H:/Staff Resources/Policies/HR Policies/Code of Conduct Whistleblowing.

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

Each invigilator has a mobile phone to call a member of [the Examination](#) Team or SEND for assistance. Details will be recorded on the Incident Report Log as well as placed upon My Concern by the lead personnel for the [examinations](#) office. This will then be further followed up by the relevant member of the safeguarding team to support and guide all stakeholders accordingly.

Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break, ~~will see~~ the member of staff [will](#) first check the facility is unoccupied and will position themselves outside the entrance allowing the candidate to use the facility. The member of staff will ensure the examination paper is secure and not left unattended at all times. At no time will the examination invigilator enter the area when the student is present. Only in case of an emergency will the invigilator need to call for support and guidance if they feel the stakeholder is at an immediate risk or could potentially be placed at harm.

Where a member of staff may accompany a candidate who is feeling unwell the member of staff will accompany the candidate to the Student Support Centre to access assistance and also report the issue on the Incident Report Log. The member of staff will ensure the examination paper is secure and not left unattended at all times.

References

[Keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

www.gov.uk/government/publications/keeping-children-safe-in-education--2

[Check someone's criminal record as an employer](https://www.gov.uk/dbs-check-applicant-criminal-record) www.gov.uk/dbs-check-applicant-criminal-record

[DBS Update Service](https://www.gov.uk/dbs-update-service) www.gov.uk/dbs-update-service

[DBS Checks for Schools](https://www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/) www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/

~~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

Changes 2023/2024

Under Section 2, DBS check information, Existing staff

(Change) Although there is no statutory requirement to update DBS checks for existing staff, external invigilators/facilitators will undertake a 'rolling DBS check' ~~every [insert number of 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 ~~standard or~~ enhanced DBS certificate. This will not apply to any invigilators who meet the 'frequency test' at Plume 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 Plume Academy.

(to) There are limited circumstances where schools and colleges will need to carry out new checks on existing staff. These are when:

- an individual working at the school or college moves from a post that was not regulated activity with children into work which is considered to be regulated activity with children. In such circumstances, the relevant checks for that regulated activity must be carried out;
- there has been a break in service of 12 weeks or more, or
- there are concerns about an individual's suitability to work with children.

Under Section 3 – Supporting Staff: Training Delivery for the Academic Year – table has been updated with current academic year dates.