

Safeguarding Code of Conduct for Exams Policy

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AUTHOR/ORIGINATOR:	AVP - Standards
NAME OF RESPONSIBLE DIRECTOR/PRINCIPAL:	Mr J Webb, Sector Director & Mrs H Richley, Academy Principal
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Outstanding Achievement for All

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Statement of intent

This policy details how Oak 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 Oak Academy.

1. Roles and responsibilities

- 1.1 Designated safeguarding lead (DSL)
 - The DSL will offer advice, support and expertise in all matters relating to child protection and safeguarding in relation to examinations and assessments etc. including support needed to be put in place for examinations and assessments.
- 1.2 Exams officer
 - Will support the DSL as directed, and also undertake all relevant training etc. Ensuring any support needed for examinations and assessments is implemented and inform staff of any information to help with the support.
- 1.3 Other exams staff, including 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. Carry out any support directed by DSL or Examinations Officer.

2. Recruitment

- 2.1 Oak Academy ensures that only 'suitably qualified and experienced adults' are employed in the management, administration and conducting of examinations and assessments.
- 2.2 This is supported by the safer recruitment process which includes:
 - Oak Academy has a written recruitment and selection policy statement and procedures linking explicitly to this policy.
 - The statement is included in all job advertisements, publicity material, recruitment websites, and candidate information packs.
 - The recruitment process is robust in seeking to establish the commitment of candidates to support measures to safeguard children and to identify, deter or reject people who might pose a risk of harm to children or are otherwise unsuited to work with them.
 - All staff working within Oak Academy who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications and a satisfactory barred list check, gaps in employment, enhanced DBS check and a right to work in the UK.

- Our Academy Committee members are subject to an enhanced DBS check without barred list check, in line with Ambitions Academies Trust and P-DCSP procedures.
- Oak Academy maintains a single central record of recruitment checks for audit purposes.
- Any member of staff working in regulated activity prior to receipt of a satisfactory DBS check will not be left unsupervised and will be subject to a risk assessment.
- Volunteers who are not working in regulated activity will be supervised at all times (ensuring they are not alone with pupils) in line with P-DCSP guidelines.
- 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.

3. Existing staff

- 3.1 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.
- 3.2 This action will also be taken if an individual moves from a post that is not regulated activity to one that is.
- 3.3 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.

4. Break in service

- 4.1 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.

- 4.2 This will not apply to any invigilators who meet the 'frequency test' at Oak 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.
- 4.3 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.

5. Agency staff

- 5.1 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.
- 5.2 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.

6. Supporting staff

- 6.1 All exams staff are made aware of the good practice guidelines and staff code of conduct in relation to child protection and safeguarding.
- 6.2 They are informed and updated on the contents of the centre Child Protection and Safeguarding Policy by training sessions, online information, hard copy information.

7. Areas covered

- 7.1 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, child on child abuse and harmful sexual behaviour

- Child on child 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

8. Reporting

- 8.1 If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should follow the Ambitions Academy Trust Whistleblowing policy.

9. Protocols for one-to-one support/supervision

- 9.1 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.
- 9.2 Summoning immediate assistance in case of any concern. Where staff are engaged in invigilation/facilitation and/or centre supervision on a one-to one basis with a candidate, they should have means of being able to contact the Examinations Officer or SENCo to assist. (email or phone/text)
- 9.3 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)
- 9.4 Where a member of staff may accompany a candidate who is feeling unwell they are to contact the Examinations Officer/SENCo

Appendix 1 – 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