Colmers School & Sixth Form College

Exams Child Protection and Safeguarding Policy

Exams Policy:	Exams Child Protection and Safeguarding Policy
Date Agreed:	September 2026
Review Date:	October 2027
Responsibility	J Eadie

Key staff involved in the policy

Role	Name(s)
Head of centre	Peter White
Designated safeguarding lead	Sue Brookes
Examinations Manager	Jemma Eadie

Purpose of the policy

This policy details how Colmers School and Sixth Form College, 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 Colmers School and Sixth Form Centre.

Colmers School and Sixth Form College 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 Colmers School and Sixth Form College 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 Colmers School and Sixth Form College
- To contribute to the wider centre Child Protection and Safeguarding Policy

Introduction

All staff involved in the management, administration and conducting of examinations at Colmers School and Sixth Form College 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)

Staff involved in invigilating examinations and assessments are provided with access to online training through The Exams Office. This training covers the safeguarding guidance outlined in the Department for Education's *Keeping Children Safe in Education (KCSIE)* document, as well as guidance on managing a range of examination-related safeguarding scenarios

Section 1 – Roles and Responsibilities

Designated safeguarding lead (DSL)

Mrs S Brookes: (and any deputies/Safeguarding Team) 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.

Examinations Manager/officer

Mrs J Eadie: will support the DSL as directed and also undertake all relevant training.

Other exams staff

Invigilators are employed on a casual contract and are made aware of their safeguarding responsibilities. Invigilators will undertake training as directed by the DSL and report child protection and safeguarding issues/concerns in line with centre processes/policy

Invigilators are able to identify candidates by the exam candidate card on each exam desk. The exam candidate cards contain the candidates full legal name, candidate exam number and candidate headshot. This information corresponds with the exam seating plan.

Teaching Staff

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

Colmers School and Sixth Form College 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

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 enhanced DBS certificate. This will not apply to any invigilators who meet the 'frequency test' at Colmers School and Sixth Form College – 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 Colmers School and Sixth Form College.

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 Colmers School and Sixth Form College:

- 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 during their induction to the role, at 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 Safeguarding Policy by in-person training, dissemination of policy through email, distribution of physical copies of the KCSiE 2026 to all staff, checks to ensure all staff have read policy and KCSiE 2026 and opportunities for additional staff training through drop-in sessions and regular staff briefings and emails from the DSL.

Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
01/09/26	Annual safeguarding in-person training – including KCSIE 2026 updates	Exams officer, Teaching Staff
Nov 2026	Annual - Invigilator safeguarding training	Invigilators

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. This will include:

- 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
- 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

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 is not responding whilst in the toilet
- Dealing with a candidate who has been taken out of the exam room due to illness
- Dealing with a candidate who is anxious
- Dealing with a candidate who has fainted during the exam
- Dealing with a candidate who has (repeatedly) fallen asleep in the exam room

Further information can be found in the Colmers School and Sixth Form College Safeguarding and Child Protection Policy

Section 5 – Reporting

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

- Speak to a DSL immediately. DSLs are Sue Brookes, Stacey Gibbons, Chloe Bromley, Tom Perry, Craig Walker, Martin Brookes and Peter White.
- Log the Incident on Safeguard My School

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should raise initial concerns with Mr Craig Walker. If the individual does not feel safe raising the issue/reporting malpractice within the centre, or they have done so and are concerned that no action has been taken, that individual could consider making their disclosure to a malpractice expert at the awarding body for the qualification where malpractice is suspected.

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

- Invigilator should contact the Examinations Manager/officer via WhatsApp. The invigilator should state that immediate assistance is required and confirm the venue where assistance is required
- The Examinations Manager/officer will attend the Exam Room immediately

Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break, all relevant protocols to be followed. Invigilator to summon assistance from the Examinations Manager/officer, who will attend the exam venue and escort the candidate to the designated exam toilet. They will remind the candidate that they must not communicate with anyone. The staff will check that the designated exam toilet is unoccupied and complete a check that the facilities are free from any unauthorised items. There are two designated toilets; candidates in smaller venues are escorted to the Reflection Room toilets and candidates in the Main Venue are escorted to the disabled toilet by Student Services. Both are single toilets; therefore, candidates are asked to stand at the entrance to the toilets whilst the checks are conducted. Therefore, candidates are not left unaccompanied at any point.

If a candidate alerts an invigilator that they are feeling unwell, the invigilator must summon assistance from the Examinations Manager/officer, who will attend the exam venue and escort the candidate to the First Aid Room. The first aider will assess the candidate and will not leave them unsupervised at any point. The first aider, along with the Exam Officer, will make a judgement as to whether the candidate is well enough to complete the examination. If the candidate is too unwell, they will remain supervised until the end of the exam. The school will then contact home for them to be collected.

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/