Child Protection and Safeguarding Policy (Exams)

Centre name	The Roundhill Academy
Centre number	25327
Date policy reviewed	31 October 2026
Policy approved by	Natalie Teece
Policy reviewed by	Julia Rann and Yasin Naujeer
Date of next review	30 September 2027

Key staff involved in the policy

Role	Names
Head of Centre	Natalie Teece
SLT Member with responsibility for Exams	Julia Rann
Designated safeguarding lead	Yasin Naujeer
Examinations Manager	Tania Taylor

This policy is reviewed annually to ensure compliance with current regulations and reflects centre practice

Purpose of the policy

This policy details how The Roundhill 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 The Roundhill Academy.

The Roundhill Academy ensures compliance with the statutory guidance for schools and colleges as set out in the Department for Keeping Children Safe in Education 2026.

Policy aims

- To provide all exams-related staff at The Roundhill 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 regarding safeguarding and child protection to students, parents/carers and other partners when taking examinations and assessments at The Roundhill 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 The Roundhill 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 amongst other things also includes the policy and procedures to deal with child-on-child abuse
- behaviour policy (which include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)
- staff behaviour policy (the code of conduct) which 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)

The DSL 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 manager

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

Other exams staff

Invigilators and facilitators of access arrangements undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy. Training is updated annually.

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 Roundhill 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.
- seek references on all short-listed candidates, including internal candidates, before interview. The Roundhill Academy will scrutinise these and resolve any concerns before confirming appointments.
- if offered employment, applicants will 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.

The level of DBS check will be appropriate for the role as an invigilator and external invigilators and facilitators are included in the centre's **safer recruitment** procedures.

Existing staff

There is no statutory requirement to update DBS checks for existing staff, however, all staff including external invigilators/facilitators will be required to complete an Annual Self Declaration – Convictions form.

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'

Invigilators will be required to meet the 'frequency test' at The Roundhill 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.

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 The Roundhill 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 or via online training which includes an assessment to confirm knowledge and understanding of the regulations. 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 training sessions, online information and hard copy information.

Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
September 2026	Safeguarding	All invigilators
December 2026	Updates to JCQ regulations	All 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 including:

- Updates to KCSIE annually
- Understanding all aspects of safeguarding
- How to respond to disclosures
- A candidate who is not responding whilst in the toilet
- An anxious candidate
- A candidate who (repeatedly) falls asleep
- A candidate faints during the exam
- Two candidates start fighting as they enter the exam room
- Prevent Duty]

Section 5 – Reporting

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

- Complete the safeguarding form as found in the back of exam room books
- Ensure the form is signed and dated and timed.
- Hand the form to the DSL, DDSL or any other trained member of the safeguarding team immediately
- Do not email concerns
- Do not discuss with any other members of staff or people outside of the school

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should:

If the complaint is regarding a member of staff report to the Headteacher – Natalie Teece
If the complaint is regarding the Headteacher report to the Chief Executive Officer of the Trust – Gareth Nelmes
If the complaint is regarding the Chief Executive of the Trust report to the Chair of Trustees - Stephen Cotton

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

In case of concern, invigilators and facilitators must text the Examinations Manager immediately.

In the absence of the Examinations Manager invigilators and facilitators must text the Data Manager

Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break the invigilator must ensure that no other candidate has left the room with another invigilator.

All toilet trips must be recorded on the pink toilet log – detailing the candidate number, candidate name, the name of the person escorting the candidate and the toilet they have been taken to, the time of leaving the room and the time of returning to their seat.

All facilities must be checked at the start of the exams in the Sports Hall to ensure that no bags or mobile phones have been left in there.

The invigilator may leave the candidate at the entrance to the cubicle.

Any supervised rest break where the candidate might leave the examination room must be recorded on the dark green log and on the invigilator log on the reverse of the seating plan.

Where a member of staff may accompany a candidate who is feeling unwell contact the Examinations Manager in the first instance who will assess the situation.

Candidates must never be left unsupervised in any circumstances.

If a candidate does need to leave the room temporarily their examination script must be closed and not visible to another candidate.

A roving invigilator will periodically check on exams being conducted on a one-to-one basis.

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/