



Sibford
Shape your story

Child Protection and Safeguarding Policy (Exams)

2025/26

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Rebecca Evans/Gavin Moffat/Sarah Lake	
Date of next review	01/10/2026

Key staff involved in the policy

Role	Name(s)
Head of centre	Rebecca Evans
Designated safeguarding lead	Gavin Moffat
Designated safeguarding lead (deputy)	Charlotte Lloyd Edward Rossiter Helen Gormley Harriet Meddows Luke Hallam-Evans Stephen Nation-Grainger
Exams officer	Sarah Lake

Purpose of the policy

This policy details how Sibford School 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 Sibford School.

Sibford 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 2025](#) publication.

Policy aims

- To provide all exams-related staff at Sibford 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 regarding safeguarding and child protection to students, parents/carers and other partners when taking examinations and assessments at Sibford 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 Sibford 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)

Designated safeguarding leads 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.

Exams officer

The exams officer will support the DSL as directed and undertake all relevant training.

Other exams staff

Exams assistants, invigilators and 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.

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

Sibford 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. CVs will not be accepted in substitution for completed application forms
- 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 by completing a pre-employment health questionnaire
- 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. The cost of subscription to the DBS update service will be reimbursed by the school
- if offered employment, provide evidence of their right to work in the UK
- be interviewed by a panel of at least two interviewers and will involve a member of staff who has completed 'Safer Recruiting' 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

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 Sibford 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 Sibford 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. The school must be provided with a copy of the DBS check for such staff from the agency or third-party organisation.

Section 3 – Supporting staff

All exams staff at Sibford School 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 face-to-face training sessions, online information and training (including Educare), and hard copy information.

Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
30/09/2021	Generalist safeguarding training	All school staff
May 2021	Educare – Child Protection in Education	Invigilators
May 2021	Educare – The Prevent Duty	Invigilators
May 2021	Educare – Sexual Violence and Harassment in Children and Young People	Invigilators
May 2021	Educare – Raising Awareness of Peer on Peer Abuse	Invigilators
01/09/2022	Generalist safeguarding training	All school staff
01/09/2023	Generalist safeguarding training	All school staff
29/08/2024	Generalist safeguarding training	All school staff
28/08/2025	Generalist safeguarding training	All school staff

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:

- 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
- 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
- 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 has been taken out of the exam due to illness
- Dealing with a candidate who has fallen asleep in the exam room

This document should be read in conjunction with Sibford School's Safeguarding and Child Protection Policy.

Section 5 – Reporting

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

Detailed in 'A Quick Reference Guide to Keeping Children Safe', which can be found in every exam tray.

Immediate Action:

1. Share information about a child without delay to a member of the DSL Team.
2. If a child is in immediate danger or in need of emergency medical care contact the emergency services first, then contact the DSL.
3. Let the child know what you are doing to help; reassure the child and stay calm.
4. DO NOT let the child leave school if you do not think they are safe. Call 999/101.
5. Preventing Extremism: If you have a concern inform the DSL in the usual way. Call 999/101 if you consider the matter urgent.

Concerns should be reported by sending an email to safeguarding@sibfordschool.co.uk. A link to this can be found on the home page in Sharepoint.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should report this allegation directly to Rebecca Evans on 01295 781201 or revans@sibfordschool.co.uk. If the allegation is about Rebecca Evans go directly to the Clerk to Committee (do not inform the Head that you are doing so) Chris Gaskell at c.gaskell@sibfordschool.com.

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

Summon the exams officer, indicating that there is a safeguarding concern using the invigilator/facilitator's mobile phone. This should be via text or Teams to minimise disruption, unless urgency dictates otherwise.

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 and leave the candidate unsupervised at the entrance to the facility.

Where a member of staff may accompany a candidate who is feeling unwell the member of staff should accompany the candidate to reception where the school nurse will be summoned.

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/