



Policy No: 1a(2)

## OUR LADY'S ABINGDON (OLA) SAFEGUARDING AND OLA EXAMS POLICY

### Key staff involved in the policy:

Role	Name(s)
Head of centre	Mr Daniel Gibbons
Designated safeguarding lead	Mrs Chrissi Sharkey
Designated safeguarding lead (deputy)	Dr Beth Reynaert
Head of exams	Mrs Emma Burgess

This policy applies to all assessments/exams undertaken by the school.

We comply with the Government guidance and regulations, currently in force, regarding COVID.

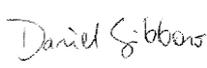
**Availability:** All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

**Monitoring and Review:** This document will be subject to continuous monitoring and audit by the Pastoral and Exams Team.

Signed:

Reviewed: September 2021

Next Review: September 2022

Head	DSL	Deputy Head
Mr Daniel Gibbons	Chrissi Sharkey	Dr Beth Reynaert
Signed: 	Signed: 	Signed: 

### 1. Purpose and aims of the policy

This policy details how Our Lady's Abingdon (OLA), 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 OLA. This includes:

- Public exams
- Internal year group exams
- Class assessments
- ABSRM Music exams
- LAMDA exams
- Oxbridge Entrance assessments eg: LNAT, BMAT etc

OLA aims to:

- provide all exams-related staff at OLA with the necessary information to enable them to meet their safeguarding and child protection responsibilities
- ensure consistent good practice which supports the mental health and wellbeing of all pupils
- demonstrate the commitment with regard to safeguarding and child protection to pupils, parents/carers and other partners when taking examinations and assessments at OLA.
- contribute to the wider centre Child Protection and Safeguarding Policy

## 2. Roles and Responsibilities

The following staff are directly or indirectly involved in exam/assessment processes and should be aware of their roles.

**Designated safeguarding lead (DSL):** The DSL 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.

**Head of exams:** Head of Exams will support the DSL as directed, and also undertake all relevant training etc.

**Other exams staff:** The Exams Assistant, internal and external invigilators and the 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 etc.

**SENDCo:** The SENDCo and Head of Learning Support will liaise directly with the Exams Office in relation to the organisation and delivery of access arrangements

**External Invigilators:** visiting invigilators will make themselves available for training as required and show due diligence towards the duties required of them, adhering to the policies at all times.

## 3. Staff

### a) Recruitment

OLA 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 (See *OLA's Safer Recruitment Policy*) which includes:

- completing an application form which includes their employment history and explains any gaps in that history
- providing two referees, one of which must be the applicants most recent employer
- providing evidence of identity and qualifications
- verifying their medical fitness for the role
- verifying their professional qualifications, as appropriate
- carrying out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK.
- asking for written information about previous employment history and check that information is not contradictory or incomplete.
- 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

### b) 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.

All visiting invigilators are required to sign in daily and receive a visitor lanyard. Lanyard visibility ensures that all staff on site are aware that these staff are authorised by OLA to work on site.

### c) Existing staff

Although there is no statutory requirement to update DBS checks for existing staff, external invigilators will undertake a 'rolling DBS check' every term. 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.

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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

**d) '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 Human Resources, on behalf of the DSL, 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 OLA– 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 OLA.

**4. Supporting and training staff**

All exams staff at OLA 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 training sessions, online information and hard copy information. 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

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## Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
8/12/2020	Safeguarding and child protection briefing PowerPoint. Online document of Keeping children safe in education	External invigilators
3/9/2021	Child protection and safeguarding update PowerPoint, Prevent online training	Head of exams, exams assistant, LS dept., internal invigilators
TBC 11/2021 prior to January Mocks	Safeguarding and child protection update PowerPoint, Prevent online training	External invigilators

## 5. Reporting safeguarding issues

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

- If a child has confided information which is deemed a safeguarding concern, follow OLA's Safeguarding and Child Protection Policy, in relation to meeting the child and recording information
- Ensure the child is safe before taking immediate action and speaking to the DSL (Chrissi Sharkey). If it is safe to leave the child with another adult they trust, then the member of staff can seek out the DSL. However, in many cases the child cannot be left safely, in which case the DSL (or any of the DDSLs) can be called to the room, so that continuity of support can be maintained.
- If a member of staff has witnessed a safeguarding issue and is directly required at the scene, the DSL must be called upon immediately and directly by phone, without delay
- If a member of staff has witnessed a safeguarding issue and is not directly required at the scene, the DSL must be informed immediately and directly, without delay
- If the DSL is unavailable speak to any of the Deputy DSLs
  - Luke Allen (Assistant Head – Operations and Mental Health)
  - Beth Reynaert (Deputy Head and DDSL)
  - Andrew Reddy (SENDCo and DDSL)
- If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should report immediately to the Head (Daniel Gibbons) and follow the guidance in OLA's *Whistleblowing Policy*.

## 6. Protocols for one-to one support/supervision

Some OLA pupils may have an access arrangement which entitles them to a separate exam room. 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*

Use the exams mobile phone provided and immediately phone the DSL (Chrissi Sharkey). The number is with the exams mobile phone.

### *Leaving the examination room temporarily*

Where a member of staff may accompany a candidate requiring a toilet break, a lone invigilator will need to use the exam mobile phone to contact a member of the exams team to escort the candidate. The person accompanying the candidate requiring a toilet break must first check that the facilities are unoccupied and then wait outside the entrance to the facility. If a candidate is feeling unwell, the invigilator must use the exam mobile phone to phone a member of the exams team. The exams team will then take the candidate to the school nurse.

## 7. Supporting pupils

OLA recognises that exams and assessments can be a stressful point in the year for many pupils. All staff involved in exams and assessments should be made aware, confidentially, and without all the particulars, of OLA's welfare list. Pupils on this list

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may have a short or longer term Social, Emotional and Mental Health (SEMH) need, which may cause them particular difficulties during periods of assessment.

Invigilators should be alert to signs of distress in a pupil and if they are concerned there are a number of options:

- Discreetly speak to the pupil to ask what the invigilator can do to in terms of support
- If the pupil is particularly distressed, provide reassurance that the exam time can be paused for them for a short period, whilst support is summoned. Try to keep them seated until help arrives, unless this is distracting for other pupils
- Call a member of the Exams team to ask advice
- Call Luke Allen (Assistant Head – Operations and Mental Health), Chrissi Sharkey (DSL) or any of the DDSL's.

If a pupil leaves the exam/assessment room unannounced, this must be immediately followed up. If there is more than one invigilator in the room, one invigilator can temporarily leave the room to ensure the pupil is safe. A member of the exams team should be called to ensure that staff: pupil ratios can be maintained in the exam room, where necessary. The DSL (or the DDSL's) should also be called to assist in the search for the pupil or to support the pupil when located.

If this happens during a public exam, the exam board will need to be informed, following an investigation into the incident. If this happens during a less formal class assessment, normal safeguarding procedures should be followed.

#### **8. Evacuation of school during exams/assessments**

If a fire alarm or lockdown alarm sounds during an exam/assessment, pupil safeguarding is a priority. Following exams policies, invigilators should escort pupils in silence through the nearest fire escape, to a position of safety. Invigilators must take the exam register outside with them and ensure that pupils are kept together as a group, with every pupil accounted for. If it is a public exam, extra staff may need to be drawn in to maintain exam security. *See exam policies*. If a lockdown alarm sounds, OLA's *Lockdown Policy* applies.

#### **9. References**

Keeping children safe in education [www.gov.uk/government/publications/keeping-children-safe-in-education--2](http://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](http://www.gov.uk/dbs-check-applicant-criminal-record)

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