

CHILD PROTECTION AND SAFEGUARDING POLICY (EXAMINATIONS) 2026/27

Heath Farm School

Policy Review Cycle: Annual

Policy Owner: Head of Centre / Designated Safeguarding Lead / Exams Officer

Next Review Date: September 2027

1. Policy Statement

Heath Farm School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors and visitors to share this commitment. This policy details how the school fulfils its moral and statutory responsibility to safeguard and promote the welfare of candidates in relation to the management, administration and conduct of examinations and assessments. It applies to all staff involved in the examinations process, including senior leaders, the Exams Officer, invigilators, facilitators, readers, scribes, practical assistants and any other personnel supporting candidates.

The school ensures compliance with statutory safeguarding guidance, including *Keeping Children Safe in Education (KCSIE) 2025*, and relevant Joint Council for Qualifications (JCQ) regulations and instructions for conducting examinations.

2. Purpose of the Policy

The purpose of this policy is to:

- Ensure safeguarding responsibilities are fully integrated into all examination and assessment activities.
- Provide examinations staff with the information necessary to fulfil their safeguarding duties.
- Ensure a consistent approach to safeguarding throughout the examinations process.
- Promote a culture of vigilance, accountability and professionalism.
- Protect the welfare, dignity and wellbeing of all candidates.

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- Contribute to and support the school's wider Child Protection and Safeguarding Policy.
- Demonstrate the school's commitment to safeguarding to pupils, parents/carers, staff, awarding organisations and other stakeholders.

3. Introduction

All staff involved in the administration and conduct of examinations and assessments have an important role in safeguarding and promoting the welfare of children.

Examinations staff are often in positions where they may observe a candidate's wellbeing, behaviour or interactions. They therefore have a responsibility to remain vigilant and report any safeguarding concerns without delay.

All examinations personnel receive appropriate safeguarding information, training and updates to ensure they:

- Understand their safeguarding responsibilities.
- Know how to identify signs of abuse, neglect or exploitation.
- Understand how to report concerns.
- Are aware of the school's reporting procedures.
- Know how to obtain safeguarding support and advice.

As part of induction and ongoing training, examinations staff are made aware of:

- The Child Protection and Safeguarding Policy.
- Keeping Children Safe in Education.
- The Behaviour Policy.
- The Staff Code of Conduct.
- Procedures relating to child-on-child abuse.
- Procedures relating to allegations against staff.
- Whistleblowing procedures.
- Low-level concerns procedures.
- The role and identity of the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSLs).

The welfare of the child remains paramount at all times.

4. Key Staff and Responsibilities

Head of Centre

The Head of Centre is responsible for:

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- Ensuring examinations are conducted in a safe environment.
- Ensuring appropriate safeguarding arrangements are in place.
- Supporting compliance with this policy.
- Ensuring examinations staff receive appropriate safeguarding training and support.

Designated Safeguarding Lead (DSL)

Name: Mark Jones

L is responsible for:

- Leading safeguarding and child protection within the school.
- Receiving and responding to safeguarding concerns.
- Providing safeguarding advice to examinations staff.
- Liaising with external agencies where required.
- Ensuring safeguarding records are maintained appropriately.

Deputy Designated Safeguarding Leads (DDSLs)

Names: Claire Harrap-Stanley, Gail Collins, Matthew Potts, Elouise Bingham

The DDSLs support the DSL and undertake safeguarding duties in their absence.

All examinations staff must know how to contact the DSL and DDSLs during examination periods.

Exams Officer

The Exams Officer is responsible for:

- Supporting the implementation of this policy.
- Ensuring examinations staff are aware of safeguarding procedures.
- Liaising with the DSL where safeguarding issues arise during examinations.
- Ensuring safeguarding considerations are incorporated into examination arrangements.

Invigilators and Examination Staff

All examinations staff must:

- Read and understand safeguarding information provided by the school.
- Remain vigilant during examinations and assessments.
- Report concerns immediately.

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- Maintain professional boundaries at all times.
- Follow the Staff Code of Conduct.
- Promote a safe and secure examination environment.

5. Safer Recruitment and Pre-Employment Checks

Heath Farm School is committed to safer recruitment practices.

All examinations staff are subject to appropriate pre-employment checks in accordance with statutory guidance and the school's Safer Recruitment Policy.

These checks include:

- Identity verification.
- Right to work checks.
- Qualification checks where required.
- Enhanced Disclosure and Barring Service (DBS) checks where appropriate.
- Prohibition checks where applicable.
- References and employment history checks.

All required checks are recorded on the school's Single Central Record (SCR).

The school may utilise the DBS Update Service where appropriate; however, compliance is achieved through the completion, verification and recording of all statutory safer recruitment checks.

6. Safeguarding Training

All staff involved in examinations receive safeguarding information appropriate to their role.

Training and updates may include:

- Child protection procedures.
- Reporting safeguarding concerns.
- Child-on-child abuse.
- Sexual violence and sexual harassment.
- Online safety.
- Mental health awareness.
- Radicalisation and extremism.
- Child criminal exploitation (CCE).
- Child sexual exploitation (CSE).
- Domestic abuse.

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- Serious violence.
- Vulnerabilities associated with SEND.
- Whistleblowing procedures.
- Staff Code of Conduct.
- Allegations against staff.
- Low-level concerns procedures.

Training records are maintained in accordance with school procedures.

7. Reporting Safeguarding Concerns

All examinations staff have a duty to remain vigilant and take appropriate action where there are concerns regarding the welfare, safety or wellbeing of a candidate.

Any safeguarding concern, disclosure or allegation must be reported immediately to the DSL or, in their absence, a DDSL.

Staff must:

- Act immediately.
- Report factual information only.
- Follow school reporting procedures.
- Maintain confidentiality.
- Record concerns accurately where required.

Staff must not:

- Investigate concerns themselves.
- Delay reporting concerns.
- Promise confidentiality to a pupil.
- Assume another person has reported the concern.

Where a child is believed to be at immediate risk of harm, appropriate action must be taken in accordance with the school's safeguarding procedures without delay.

8. Examination Invigilators and Candidate Welfare

During examinations, invigilators and examinations staff remain alert to safeguarding concerns that may arise, including:

- Signs of abuse or neglect.
- Distress or emotional vulnerability.
- Mental health concerns.

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- Self-harm indicators.
- Inappropriate conduct by adults or pupils.
- Disclosures made during examination sessions.
- Bullying, harassment or discrimination.

Any concern identified during an examination must be reported immediately in accordance with this policy and the school's safeguarding procedures.

Safeguarding responsibilities take precedence at all times.

9. One-to-One Supervision Arrangements

Where a candidate requires one-to-one supervision or support during examinations, suitable safeguarding arrangements will be implemented.

Such arrangements may include:

- Appropriate risk assessments.
- Use of trained and approved staff.
- Suitable rooming arrangements.
- Clear visibility where appropriate.
- Adherence to school safeguarding procedures.

The dignity, wellbeing and safety of the candidate will remain paramount.

10. Allegations Against Staff

Any allegation that a member of staff, volunteer, contractor or examinations personnel has:

- Behaved in a way that has harmed a child;
- May have harmed a child;
- Possibly committed a criminal offence against a child; or
- Behaved towards a child in a manner indicating they may pose a risk to children

must be reported immediately in accordance with the school's safeguarding and allegations management procedures.

No member of staff should investigate such matters independently.

11. Low-Level Concerns

The school promotes a culture of openness, trust and transparency.

Any low-level concern relating to the conduct, behaviour or professional boundaries of an adult working in or on behalf of the school, including examinations staff and invigilators, should be reported in accordance with the Staff Code of Conduct and safeguarding procedures.

The reporting of low-level concerns supports early intervention and helps maintain appropriate professional standards.

12. Confidentiality and Information Sharing

Information relating to safeguarding concerns will be shared only with those who have a legitimate need to know.

Information sharing will be carried out in accordance with:

- Data protection legislation.
- Statutory safeguarding guidance.
- School safeguarding procedures.

The safety and welfare of the child will always be the primary consideration.

13. Monitoring and Review

This policy will be reviewed annually or sooner if:

- JCQ regulations change.
- Statutory safeguarding guidance is revised.
- School procedures are updated.
- An incident highlights the need for review.

The Head of Centre, DSL and Exams Officer will work together to ensure the policy remains effective, compliant and reflects current best practice.

Linked Policies

This policy should be read alongside:

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- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Behaviour Policy
- Whistleblowing Policy
- Safer Recruitment Policy
- Health and Safety Policy
- Access Arrangements Policy
- Exams Contingency Plan
- JCQ Instructions for Conducting Examinations

Approved by: Claire Harrap-Stanley (Headteacher)

Date: 30th September 2026

Review Date: September 2027