The Kimberley School Child Protection and Safeguarding Policy (Exams) 2026/27

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Andrew Park	
Date of next review	September 2027

Key staff involved in the policy

Role	Name(s)
Head of centre	Andrew Park
Designated safeguarding lead	Danny Knapczyk, Kaylee Eatherington
Designated safeguarding lead (deputy)	Donna Wheatley, Maura Wilkinson, Louise Smith, Holli Levett, Eleri Dunstan, Jo Pates, Jo Clemmet,
Exams Manager / officer	Helen Bullock

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Purpose of the policy

This policy details how The Kimberley 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 The Kimberley School.

The Kimberley 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 2026 publication.

Policy aims

- To provide all exams-related staff at The Kimberley 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 with regard to safeguarding and child protection to pupils/students, parents/carers and other partners when taking examinations and assessments at The Kimberley 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 The Kimberley 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)

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) and deputies

Will take the 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.

We have a Designated Safeguarding Lead in all our schools who takes lead responsibility for safeguarding children and child protection who has received appropriate training and support for this role. This designated safeguarding lead is a senior member of the school leadership team and their responsibilities are explicit in their job description.

We also have at least one deputy safeguarding lead in all our schools, who will provide cover for the designated safeguarding lead when they are not available. Our deputy safeguarding leads have received the same training as our designated safeguarding lead. They will provide additional support to ensure responsibilities for child protection and safeguarding children are fully embedded within their school's ethos, and that specific duties are discharged. They will assist the Designated Safeguarding Lead in managing referrals, attending Child Protection conferences and supporting the child/children.

We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils. Each Designated Safeguarding Lead will ensure there is a structured procedure within their school, which will be followed by all of the members of the school community in cases of suspected abuse.

Exams Manager / officer

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

Teacher 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.

Other exams staff

All exams assistants, invigilators, facilitators of access arrangements and anyone involved in the exam process will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone in our schools who come into contact with children and their families have a role to play in safeguarding children. All staff in our schools consider, at all times, what is in the best interests of children.

All staff within our schools are particularly important as they are in a position to identify concerns early and provide help to children to prevent concerns from escalating. All staff contribute to providing a safe environment in which children can learn.

All our staff are aware of the early help process and understand their role in this, this includes being able to identify emerging problems to recognise children who may benefit from early help. Staff know in the first instance to discuss their concerns with the Designated Safeguarding Lead and understand they may be required to support other agencies and professionals in assessments for early help.

All our staff are aware of systems within The Trust, and are explained to them as part of their staff induction, which includes our Safeguarding and Child Protection policy, the employee Code of Conduct, Pupil Behaviour Policy and the role and names of the Designated Safeguarding Lead and

deputies and Keeping Children Safe in Education Part One. School leaders and staff who work directly with children must also read Annex A of Keeping Children Safe in Education 2021.

All our staff receive safeguarding and child protection training which is updated every three years. In addition to this training, all staff members receive child protection and safeguarding updates when required, but at least annually.

All our staff are aware of the process for making referrals to Children's Social Care and for statutory assessments under the Children Act 1989 and understand the role they may have in these assessments.

All our staff know what to do if a child is raising concerns, or makes a disclosure of abuse and/or neglect. Staff will maintain a level of confidentiality whist liaising with the Designated Safeguarding Lead and Children's Social Care. Our staff will never promise a child that they will not tell anyone about a disclosure or allegation, recognising this may not be in the best interest of the child.

Section 2 – Staff

Recruitment

The Kimberley 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
- 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 upon appointment including internal candidates, there may be instances that we may obtain a reference 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
- if offered employment, provide evidence of their right to work in the UK
- be interviewed by a panel of at least two school leaders for senior roles in the school, however dependant on the nature of the role in the school it may be less, 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

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

Section 3 – Supporting staff

All exams staff at The Kimberley School at:

- 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, 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 by training sessions, online information, hard copy information.

Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
Upon appointment and every September	Safeguarding Online Training (includes KCISE Part 1)	All Invigilators
January 2024	Safeguarding Update from the DSL	All Staff
September 2024	Safeguarding Online Training	All 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 room due to illness
- Dealing with a candidate who has fallen asleep in the exam room
- 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:

Our staff recognise the difference between concerns about a child and a child in immediate danger.

If staff have concerns about a child, they will need to decide what action to take. A discussion will take place with the designated safeguarding lead to agree a course of action.

How to tell if a child's sexual behaviour is age appropriate or the Brook Traffic Light tool in order to determine whether a behaviour might be normal in terms of a child's development. The school will evidence in the pupil file when the tool has been used and the conclusions drawn. This assessment will be kept under review. If after using these resources a concern remains or support is required to reach a judgement on further action MASH will be contacted.

If a child is in immediate danger or risk of harm a referral will be made immediately to the MultiAgency Safeguarding Hub (or equivalent) and/or the Police immediately. In this case, a referral will be made by the member of staff if required, with the designated safeguarding lead being informed of the referral.

Our staff recognise that children are vulnerable to abuse by their peers. Such abuse will be taken seriously by staff and will not be dismissed.

If a child chooses to tell a member of staff about alleged abuse, there are a number of actions that staff will undertake to support the child:

a. The key facts will be established in language that the child understands and the child's words will be used in clarifying/expanding what has been said.
b. No promises will be made to the child, e.g. to keep secrets.
c. Staff will stay calm and be available to listen.
d. Staff will actively listen with the utmost care to what the child is saying.
e. Where questions are asked, this should be done without pressurising and only using open questions:
- Leading questions should be avoided as much as possible.
- Questioning should not be extensive or repetitive.
f. Staff will not put words in the child's mouth but will subsequently note the main points carefully.
g. A full written/electronic record will be kept by the staff duly signed and dated, including the time the conversation with the child took place, outline what was factually said, comment on the child's body language, etc as soon as possible after the disclosure

h. It is not appropriate for staff to make children write statements about abuse that may have happened to them or get them to sign the staff record.

i. Staff will reassure all children and let them know that they were right to inform them and inform the child that this information will now have to be passed on.

j. The designated safeguarding lead will be informed immediately unless the disclosure has been made to them.

k. If there is an online element to the abuse then staff should not view or forward any indecent images and refer to an UKCCIS sexting advice.

l. Information should be shared with Children's Social Care without delay, either to the child's own social worker or to the MASH (Multi Agency Safeguarding Hub) or equivalent. Children's Social Care will liaise with the police where required which will ensure an appropriate police officer response rather than a uniformed response.

m. The Police would only therefore be contacted directly in an emergency. NSPCC- When to call the Police should help designated safeguarding leads understand when they should consider calling the police and what to expect when they do.

Staff will never attempt to carry out an investigation of suspected abuse by interviewing the child or any others involved, especially if a criminal act is thought to have occurred. The only people who should investigate child abuse and harm are Social Care, Police or the NSPCC.

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

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

The Exams Officer will be summoned by means of mobile phone allowed when in a one to one situation**.**

Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break the candidate must be accompanied at all times up to the reaching of an unoccupied toilet facility.

Where a member of staff may accompany a candidate who is feeling unwell the candidate should be taken to the Student Services if an accompanied rest break should not suffice.

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/

EMET Trust Sageguarding – Child Protection Policy
https://www.kimberleyschool.co.uk/_files/ugd/b2657a_84f2681968dd440398842f23b05ee011.pdf

EMET Whistle Blowing Policy
https://www.kimberleyschool.co.uk/_files/ugd/b2657a_6752f87ee63b4a489ccadbb557d33b0a.pdf