



## Key staff involved in the policy

Role	Name(s)
Head of centre	Kirsty Rogers
Designated safeguarding lead	Kerry Jefferson
Designated safeguarding lead (deputy)	Lewis Round
Exams officer	Suzanne Archer

## **Purpose of the policy**

This policy details how Kettlebrook Short Stay School, 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 Kettlebrook Short Stay School.

## **Policy aims**

- To provide all exams-related staff at Kettlebrook Short Stay 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 Kettlebrook Short Stay School
- To contribute to the wider centre Child Protection and Safeguarding Policy

## **Section 1 – Roles and Responsibilities**

### **Designated safeguarding lead (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. Risk assessments/safety plans will be completed as required and should, where appropriate, involve other agencies, these are reviewed regularly and shared appropriately.

### **Exams officer**

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

## **Section 2 – Staff**

### **Recruitment**

Kettlebrook Short Stay 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, 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 (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.

### **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 enhanced DBS certificate. This will not apply to any invigilators who meet the 'frequency test' at Kettlebrook Short Stay 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 Kettlebrook Short Stay 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 Kettlebrook Short Stay School are made aware of the good practice guidelines and staff code of conduct in relation to child protection and safeguarding.

**All** staff receive appropriate safeguarding training (including online safety) at induction and this training is regularly updated. In addition, **all** staff should receive safeguarding and child protection

(including online safety) updates as required, and at least annually, to continue to provide our staff with relevant skills and knowledge to safeguard children effectively.

All staff undertake Level 1 Safeguarding training each year in September (September 2023). Any staff who join the school mid-year are expected to undertake this training as part of the induction process. Daily briefing meetings are held at the start of each day at the main site outlined any current concerns. These are followed up with three longer de-briefing meetings (Mon, Wed and Friday for all staff) to allow for safeguarding and CP updates, as well as supervision. There dedicated safeguarding twilight training session at least three times throughout the year. The topic for these twilights will be decided according to current need/issues arising.

## 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:

All staff undertake Level 1 Safeguarding training each year in September (Any staff who join the school mid-year are expected to undertake this training as part of the induction process. Daily briefing meetings are held at the start of each day at the main site outlined any current concerns. These are followed up with three longer de-briefing meetings (Mon, Wed and Friday for all staff) to allow for safeguarding and CP updates, as well as supervision. There dedicated safeguarding twilight training session at least three times throughout the year. The topic for these twilights will be decided according to current need/issues arising.

**All** staff have read and have a good understanding of **at least part 1** of Keeping Children Safe in Education 2023 and are aware of the safeguarding link to other policies relating to their daily practice. All staff had in-house safeguarding training based on KCSIE at the start of the term (6th September 2023) including completion of a quiz on the day. This is then followed up by an online quiz to review understanding later in the first half term. All staff sign to confirm that they have read and understood KCSIE 2023 and our Staff Code of Conduct (collated by internal HR -GM.)

## Section 5 – Reporting

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

- to note all concerns – no matter how minor - on My Concern which will then either be logged for information or dealt with accordingly.
- inform the DSL or DDSL immediately if they have an urgent concern, which is also logged on My Concern.

We have a culture where staff can raise concerns about poor or unsafe practice and such concerns are addressed professionally and sensitively in accordance with agreed whistleblowing procedures (please see Whistleblowing policy).

## 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)

**DBS Checks for Schools** [www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/](http://www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/)