SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

Our Vision:
To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.

CHILD PROTECTION AND SAFEGUARDING POLICY (EXAMS) 2026 - 2027

Key staff involved in the policy

Role	**Name(s)**
Head of Centre	**Mr T Myton**
Designated Safeguarding Lead	**Mrs D Afriyie**
Deputy Designated Safeguarding Lead	**Ms T Lindsay**
Exams officer	**Mrs E Brockhouse**

INTENT
This policy details how Shirley High 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 Shirley High School.

Policy aims
● To provide all exams-related staff at Shirley High 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 Shirley High School.
● To contribute to the wider centre Child Protection and Safeguarding Policy

IMPLEMENTATION
Section 1 – Roles and Responsibilities

Designated safeguarding lead (DSL) will:

- take lead responsibility for child protection and safeguarding in relation to examinations and assessments.
- offer advice, support and expertise in all matters relating to child protection and safeguarding in relation to examinations and assessments.

Exams officer will:
● support the DSL as directed, and also undertake all relevant training.

Other exams staff will:
● undertake training as directed by the DSL, report child protection and safeguarding issues/concerns

in line with centre processes/policy.

Section 2 – Staff

Recruitment

Shirley High 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 the following:

- Completion of an application form which includes their employment history and explains any gaps in that history
- Provision of two referees, including at least one who can comment on the applicant's suitability to work with children
- Provision of evidence of identity and qualifications
- Verification of their mental and physical fitness to carry out their work responsibilities
- Verification of their professional qualifications, as appropriate
- Online checks / searches

Making 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

- Requesting written information about previous employment history and checking that information is not contradictory or incomplete. We will seek references on all short-listed candidates before the interview. We will scrutinise these and resolve any concerns before confirming appointments.

Once employment is offered undertaking checks in accordance with the Disclosure and Barring Service (DBS) regulations will be made, as appropriate to the role. This will include:

o an enhanced DBS check and a barred list check for those including unsupervised volunteers engaged in Regulated Activity
o 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
o ensuring that this member of staff has a subscription to the DBS Update Service (where relevant)

- Once employment is offered, evidence must be provided of the right to work in the UK
- Shortlisted candidates must be interviewed by a panel of at least two school leaders/governors.

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

Although there is no statutory requirement to update DBS checks for existing staff, external invigilators/facilitators will undertake a further DBS check if there has been a break in service of 12 weeks or more.

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 LADO & 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 Shirley High 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 Shirley High 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 Shirley High 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 Policy, KCSIE Part 1 and procedures through staff training sessions (annual safeguarding training takes place at the start of every academic year; other CPD takes place throughout the year as per the staff CPD calendar), induction for new staff, online information (Safeguarding @ SHS staff folder), hard copies of information.

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:
● Child Protection policy and proceduresAbuse of position of trust
● Children who may be particularly vulnerable
● Children with special educational needs and disabilities
● Children with social workers.
● Reporting attendance concerns
● Reporting concerns about a colleague or other adult who works with children (Whistleblowing)
● Complaints procedure
● Site security
● Confidentiality and information sharing

Section 5 – Reporting

Staff must report issues/concerns relating to child protection and safeguarding to the Designated safeguarding Lead and / or the Deputy Safeguarding Leads via CPOMS.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should speak to the Designated Safeguarding Lead or the Principal.

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

A room with a telephone will be used if possible, if not the member of staff will have a radio as an added precaution all exam staff have a shared Whatsapp group to call for the assistance of the Exams Officer when needed.

Leaving the examination room temporarily

If a member of staff needs to leave the room they will contact the exams officer via one of the methods described above.

Where a member of staff needs to accompany a candidate requiring a toilet break, the member of staff is required to first check that the facilities are unoccupied. Once this is ascertained the candidate will use the facilities while the member of staff waits outside.

Where a member of staff needs to accompany a candidate who is feeling unwell, they will inform the Exams Officer and accompany the student to Medical.

Section 6 – Whistleblowing

A whistleblower is defined as a person who reports an actual or potential wrongdoing and is protected by the Public Interest Disclosure Act 1998, providing they are acting in the public interest.

If the person raising the issue is a worker, this will be considered as whistleblowing. This includes agency staff and contractors.

Reporting

If a member of centre staff involved in the management, administration and/or conducting of examinations (such as exams officer, exams assistant or invigilator), a student or a member of the public (such as a parent/carer) has a concern or reason to believe that malpractice has or will occur in an examination or assessment, concerns should normally be raised initially with the Exams Officer.

If the issue / concern is with the Exams Officer then it should go directly to the Principal who is Head of Centre.

However, there may be times when it may be more appropriate to refer the issue directly to the governing board, most often when the allegation is against the Head of Centre.

Examples of malpractice

In addition to the School Whistleblowing Policy, this exams-specific policy, includes reference to exams-related breaches including, but not limited to, the following:

- Failure to comply with exam regulations as set out by the Joint Council for Qualifications (JCQ) and its awarding bodies
- A security breach of the examination paper
- Conduct of centre staff which undermines the integrity of the examination
- Unfair treatment of candidates by either giving an advantage to a candidate/group of candidates (e.g. by permitting a candidate an access arrangement which is not supported by appropriate

evidence), or disadvantaging candidates by not providing access to the appropriate conditions (providing a 'level playing field')

- Possible fraud and corruption (e.g. accessing the exam paper prior to the exam to aid teaching and learning)
- Abuse of authority (e.g. the Head of centre/members of the senior leadership team overriding JCQ and awarding body regulations)
- Other conduct which may be interpreted as malpractice/maladministration

Whistleblowing procedure

If the individual does not feel safe raising the issue/reporting malpractice within the centre, or they have done so and are concerned that no action has been taken, that individual could consider making their disclosure[1] to a malpractice expert at the awarding body for the qualification where malpractice is suspected.

For members of centre staff, it is likely that the Public Interest Disclosure Act (PIDA)[2] offers you legal protection from being dismissed or penalised for raising certain serious concerns ('blowing the whistle'). Whistleblowing rights under PIDA are day one rights[3]. This means that the worker does not need the same two years' service that is needed for other employment rights.

In order to investigate concerns effectively, the awarding body should be provided with as much information as possible/is relevant, which may include:

- The qualifications and subjects involved
- The centre involved
- The names of staff/candidates involved
- The regulations breached/specific nature of suspected malpractice
- When and where the suspected malpractice occurred
- Whether multiple examination series are affected
- If the issue has been reported to the centre and what the outcome was
- How the issue became apparent

Members of the public are not protected by PIDA, but the awarding body will make every effort to protect their identity if that is what they wish, unless the awarding body is legally obliged to release it[4].

Alternatively, a worker could consider making a disclosure to Ofqual[5] as a prescribed body for whistleblowing to raise a concern about wrongdoing, risk or malpractice.

[1] Reference www.jcq.org.uk/exams-office/malpractice/public-interest-disclosure-act/
[2] Reference **Public Interest Disclosure Act 1998**
www.legislation.gov.uk/ukpga/1998/23/contents
[3] Reference https://protect-advice.org.uk/pida/
[4] Reference
www.ocr.org.uk/administration/general-qualifications/assessment/malpractice/whistleblowing/

Anonymity

In some circumstances, the whistleblower might find it difficult to raise concerns with the nominated member of the senior leadership team. If a concern is raised anonymously, the issue may not be able to be taken further if insufficient information has been provided. In such instances, and if appropriate, the allegation may be disclosed to a union representative, who could then be required to report the concern without disclosing its source. Alternatively, whistleblowers or others with concerns about potential malpractice can report the matter directly to Ofqual, who is identified as a 'prescribed body'[6]. Awarding organisations are not prescribed bodies under whistleblowing legislation; however, awarding organisation investigation teams do give those reporting concerns the opportunity for anonymity.

A whistleblower can give his/her name, but may also request confidentiality; the person receiving the information should make every effort to protect the identity of the whistleblower.

Students

Students are made to feel comfortable discussing/reporting malpractice issues of which they are aware. The regulations surrounding their assessments, and wider academic integrity, will be reiterated to students who are undertaking, or who are about to undertake, their courses of study.

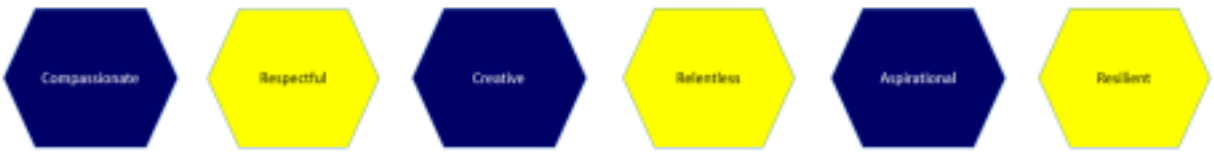
Links to other policies:

- Behaviour Policy
- Safer Recruitment Policy
- Inclusion Policy
- Whistleblowing Policy
- Child Protection Policy
- Staff Code of Conduct

References

Keeping Children Safe in Education
https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf
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

We want all at SHS to believe in and maintain the values of our school:



[5] Reference www.gov.uk/guidance/ofquals-whistleblowing-policy
[6] Reference
https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies