



JAMES MARKS ACADEMY
CHILD PROTECTION & SAFEGUARDING
POLICY (EXAMS) 2025-26

This plan is reviewed annually to ensure compliance with current regulations

Approved/Agreed by			
Head of Centre Scott Martin	SLT Responsible Mark Reynolds	Exams Officer Alison Patel	SENDCo Ashley Purser
Date of next review		October 2026	

Purpose of the Policy

This policy details how specifically relates to the child protection and safeguarding of pupils at the James Marks Academy (JMA) in relation to the management, administration and conducting of examinations and assessments.

It also details how staff are trained and supported to be alert to, and report, any concerns they have in relation to the child protection and safeguarding of pupils. This policy applies to all staff association to the management, administration and conducting of examinations and assessments at the JMA.

More details about the Trust's approach is found in the Child Protection & Safeguarding on the Trust's website.

Policy aims

- To provide all exams-related staff 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, parents/carers and other partners when taking examinations and assessments.

Introduction

All staff involved in the management, administration and conducting of examinations at the JMA 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 and safeguarding policy, which includes low-level concerns
- behaviour policy, which includes measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying
- staff code of conduct, which amongst other things, includes allegations against staff and whistleblowing
- safeguarding response to children who are absent from examinations, particularly on repeat occasions and/or prolonged periods
- the role and identity of the designated safeguarding lead and their deputy

Roles and Responsibilities

Designated safeguarding lead (DSL)

The DSL is Scott Martin

The Deputy DSL (DDSL) is Mark Reynolds

The DSL and DDSL take 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.

Exams Officer

The Exams Officer will support the DSL as directed.

Other Exams Staff

Invigilators and other 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.

Staff

Recruitment

The JMA follows all of the guidance on the appointment of staff, as detailed in the Trust's Child Protection and Safeguarding policy. This 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, which will be scrutinised to resolve and concerns before confirming appointment.
 - Including written information about previous employment history and check that information is not contradictory or incomplete.
 - 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
- 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 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 Trust's single central record (SCR). Copies of these checks, where appropriate, will be held in an individual's 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 move 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 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 Chief Financial Officer or member of the HR team 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 JMA 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 JMA.

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.

Supporting staff

All exams staff at the JMA:

- are made aware of the good practice guidelines and staff code of conduct in relation to child protection and safeguarding.
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- receive appropriate safeguarding and child protection training at induction/the centre's annual exam update training session. 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 annual updates on the Trust's Child Protection & Safeguarding Policy.

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

This will also include information on how to deal with exam-related scenarios in line with child protection and safeguarding requirements/protocols, including:

- 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

Reporting

The centre reports all issues or concerns onto CPOMS, which is overseen by the DSL 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 to the Head of Centre. If the complaint/report is about the Head of Centre this should be reported to the Executive Headteacher. If the complaint/report is about the Executive Headteacher this should be reported to the Chair of Trustees.

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 telephone in the exam room or a 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 school office first aider, if an accompanied rest break should not suffice.

References

- Keeping children safe in education
- Check someone's criminal record as an employer
- DBS Update Service
- DBS Checks for Schools