



Langley Park School for Boys

Child Protection & Safeguarding Policy (Exams)

2025/26

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
P Sarson/P Appel	
Date of next review	October 2026

Role	Name(s)
Head of Centre	S Munday
Exams Officer	P Appel
Designated Safeguarding Lead (DSL)	R Guy
Deputy Safeguarding Lead (DDSL)	S Bullen P Sarson B Jones S Edwards T Butterworth

Reference in the policy to **CPSP** relate to relevant sections of the current **Impact Multi Academy Trust – Langley Park School for Boys Child Protection & Safeguarding Policy**.

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Purpose of the policy

This policy details how Langley Park School for Boys, 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 Langley Park School for Boys.

Langley Park School for Boys ensures compliance with the statutory guidance for schools and colleges as set out in the Department for Education's [Keeping children safe in education 2025](#) publication.

Policy aims

- To provide all exams-related staff at Langley Park School for Boys 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 students, parents/carers and other partners when taking examinations and assessments at Langley Park School for Boys.
- To contribute to the wider centre Child Protection and Safeguarding Policy

Introduction

All staff involved in the management, administration and conducting of examinations at Langley Park School for Boys 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)

Section 1 – Roles and Responsibilities

Designated safeguarding lead (DSL)

The DSL takes lead responsibility for child protection and safeguarding in relation to examinations and assessments. The DSL offers advice, support and expertise in all matters relating to child protection and safeguarding in relation to examinations and assessments. When the DSL is absent, one of the Deputy DSLs will act as cover. See CPSP 5.2 for further information.

Exams officer

Supports the DSL as directed in all aspects of child protection and safeguarding in relation to examinations and assessments. They undertake all relevant training and ensure that all examination staff also relevant training. See CPSP 5.1 for further information.

Other exams staff (Invigilators)

Undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy. See CPSP 5.1 for further information.

Teaching Staff

Undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy. See CPSP 5.1 for further information.

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 LPSB's safeguarding responsibilities as stated in CPSP.

Section 2 – Staff

Recruitment

Langley Park School for Boys 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.

Along with the above please also refer to the Impact Multi Academy Trust: Langley Park School for Boys Child Protection & Safeguarding Policy, Section 26 Safer Recruitment Policy.

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 'rolling DBS check' every year.

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 Langley Park School for Boys – 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 Langley Park School for Boys.

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 Langley Park School for Boys:

- 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 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 updates on the centre's Child Protection and Safeguarding Policy by regular training sessions throughout the academic year, during inset day training, online training and regular staff reminders emailed throughout the year. DSL maintains record of training provided to staff.

Section 4 – Areas covered

All staff members will undertake safeguarding and child protection training at induction and annually, including whistle-blowing procedures and online safety, to ensure they understand the school's safeguarding systems and their responsibilities, and can identify signs of possible abuse or neglect.

This training will be regularly updated and will:

- Read and understand Part 1 and annex B of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and review this guidance at least annually.
- Be integrated, aligned and considered as part of the whole-school safeguarding approach and wider staff training, and curriculum planning.
- Be in line with advice from the 3 safeguarding partners.
- Have regard to the Teachers' Standards (for teaching staff) to support the expectation that all teachers:
 - Manage behaviour effectively to ensure a good and safe environment.
 - Have a clear understanding of the needs of all pupils.
- All staff will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas.
- Staff will also receive regular safeguarding and child protection updates from the DSL, including on online safety, as required but at least annually (for example, through emails, e-bulletins and staff meetings).
- Contractors who are provided through a private finance initiative (PFI) or similar contract will also receive safeguarding training.
- Volunteers will receive appropriate training, if applicable.
- Staff directly involved with examinations candidates will have additional training 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

Section 5 – Reporting

All members of staff have a duty to report their concerns, as soon as possible, to the DSL/Deputy DSL. They can be contacted via telephone or email. All staff need to report the safeguarding concern using the system in place within the school.

Staff, volunteers, trustees and local governors must follow the procedures set out below in the event of a safeguarding issue. Please note – in this and subsequent sections, you should take any references to the DSL to mean “the DSL (or deputy DSL)”. It is essential that all adults who come into contact with children and young people in our schools are vigilant and exercise professional curiosity for the following reasons:

- Children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected.
- Children may not recognise their experiences as harmful
- Children may feel embarrassed, humiliated, or being threatened due to their vulnerability, disability or sexual orientation or language barriers.

Staff should report concerns, however minor, to the DSL, especially since they can help build a picture of need. We value the importance of building trusted relationships with children and young people since these facilitate communication.

In cases where concerns have arisen about a pupil, group of pupils or staff member these must always be referred to the Designated/Deputy Safeguarding Lead. They in turn will seek advice from the Children and Families Hub, the Local Authority Designated Officer and/or the Education Safeguarding Officer within the LA as appropriate.

Along with the above please also refer to the Impact Multi Academy Trust: Langley Park School for Boys Child Protection & Safeguarding Policy, Section 22 Reporting and acting on concerns (<https://www.imat.uk/486/key-information-1/category/19/policies>).

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should follow the procedure has stated in the Impact Multi Academy Trust: Whistleblowing Policy which can be found by following this link <https://www.imat.uk/486/key-information-1/category/19/policies>

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

All rooms on site have access to a telephone system, which is used to summons assistance.

In each exam room there is an invigilator folder which has the direct contact details for the:

- Exams Officer
- Exams Assistant & Data Coordinator
- Head Teacher
- Deputy Head Teacher (SLT in charge of exams and Deputy Safeguarding Lead)
- Deputy Head Teacher (SENCO and Designated Safeguarding Lead)
- Access Arrangement Coordinator
- First Aiders

Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break:

Only staff or disability access toilets with a single cubical are used for toilet breaks during exams. These are magnetically locked and can only be opened with a staff pass – students do not have access to nor the ability to enter these facilities without being granted access by a member of staff.

On unlocking the toilet for candidate use, the member of staff will check that the space is clear and unoccupied prior to letting the candidate into the facilities.

The member of staff will then wait outside of the entrance of the facility for the candidate.

Where a member of staff may accompany a candidate, who is feeling unwell:

- The candidate will be accompanied by a member of staff to the First Aid room, who will maintain supervision of the candidate.
- Whilst in the care of the Emergency First Aiders the candidate is in direct centre supervision.
- Should the candidate feel better following First Aid treatment, the Exams Officer will be called to assess the situation and determine if it is feasible that the candidate continue with the examination.
- Should the candidate be too unwell to reach the First Aid room, an Emergency First Aider will be summoned to the exam room to respond to the situation appropriately.

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/