Twynham TGS Exams:

Child Protection And Safeguarding Procedure

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Centre Name	Twynham TGS
Centre Number	55209 (TS) / 55203 (TGS)
Date procedure first created	02/10/2026
Current procedure approved by	Cath Swart
Current procedure reviewed by	Rebecca Ricketts
Date of next review	01/11/2027

Key staff involved in the procedure

Role	**Name**
Executive Headteacher	Matthew Woodville
Head of Centre	Kate Ball / Laura Concar
Senior leader(s)	Cath Swart
Exams manager/officer	Rebecca Ricketts
SENCo	Lauren Lambert (TS) Emily Thomas (TGS)
Designated Safeguarding Lead	Fiona Ordway

These procedures are reviewed and updated annually to ensure that Twynham Learning Secondary Schools deal with child protection and safeguarding in accordance with current requirements and regulations and reflects centre practice.

References in this procedure to GR and ICE refer to the JCQ publications **General Regulations for Approved Centres** and **Instructions for conducting examinations**.

Purpose of the procedure

This procedure details how Twynham Learning Secondary, 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 procedure 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 procedure apply to all staff associated with the management, administration and conducting of examinations and assessments at Twynham Learning Secondary Schools.

Twynham Learning Secondary Schools 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.

Procedure aims

- To provide all exams-related staff at Twynham Learning Secondary Schools 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 Twynham Learning Secondary Schools
- To contribute to the wider centre Child Protection and Safeguarding Procedure

Introduction

All staff involved in the management, administration and conducting of examinations Twynham Learning Secondary Schools 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)

- 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.

Exams manager/officer

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

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/procedure

Teaching 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, etc.]

Section 2 – Staff

Recruitment

Twynham Learning Secondary Schools ensure 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 members one of which should hold a current safer recruitment certificate

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

All existing staff are being moved to the DBS update system

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 standard or enhanced DBS certificate. This will not apply to any invigilators who meet the 'frequency test' at Twynham Learning Secondary Schools– 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 a Twynham Learning Secondary 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 Twynham Learning Secondary Schools 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 rgulations. 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 tracked by Exams Manager on School's SharePoint site.

Section 4 – Areas covered

All exams staff will be trained/updated on the following areas to ensure that they are complying with the centre procedure 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
- A candidate who is not responding whilst in the toilet
- An anxious candidate
- A candidate who (repeatedly) falls asleep
- 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 to report the concern to the Designated Safeguarding Lead, or one of the Deputy Designated Safeguarding Leads.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should report the concern 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 member of staff is required to first check that the facilities are unoccupied, at what point the candidate is left unaccompanied. The candidate must be accompanied to and from the toilet and must not take anything with them.

Where a member of staff may accompany a candidate, who is feeling unwell the candidate should be taken to the school's first aid lead if an accompanied rest break should not suffice. Other students where possible leave the medical room or an alternative room should be used where the candidates does not come in to contact with other students.

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