Loreto Grammar School

SAFEGUARDING PROCEDURES (Exams)

2026-2027

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mrs Stokes	
Date of next review	October 2027

Key staff involved in the policy

Role	Name(s)
Head of centre	Mrs Beever
Designated safeguarding lead	Ms Greene
Designated safeguarding leads (deputy)	Mr Newman, Mrs Lloyd Davies
Exams officer	Miss McAulay

Purpose of the policy

This policy details how Loreto Grammar 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 Loreto Grammar School.

Loreto Grammar School 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.

Policy aims

- To provide all exams-related staff at Loreto Grammar 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 Loreto Grammar School
- To contribute to the wider school Safeguarding and Child Protection Policy, which can be found on our website

Introduction

All staff involved in the management, administration and conducting of examinations at Loreto Grammar School 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)

Ms Greene 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 officer

Miss McAulay will support the DSL as directed and undertake all relevant training.

Other exams staff

All invigilators will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with Loreto Grammar School's safeguarding policy.

Teaching staff

For teachers of subjects with non-examination assessments, teaching staff will check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities.

Section 2 – Staff

Recruitment

Loreto Grammar 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 assistant head teacher, 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

Although there is no statutory requirement to update DBS checks for existing staff, external invigilators/facilitators will apply for portable DBS certificates to ensure that these are always up to date.

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 Loreto Grammar 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 Loreto Grammar School.

Section 3 – Supporting staff

All exams staff at Loreto Grammar School:

- 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 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 being shared at the annual exam update training session

Section 4 – Reporting

The process for staff to report issues/concerns relating to child protection and safeguarding is to make a written record of the concern and raise this with Mrs Stokes, who will then share it with the DSL as soon as possible.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should make a written record of the concern and share this with the headteacher. If a member of staff needs to make a complaint about the headteacher, they should make a written record of the concern and share this with the chair of governors (details available on the centre's website).

Section 5 - 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 invigilator should send a text message to Miss McAulay, who will come to the exam room to assist.

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, accompany the candidate to the entrance to the cubicle and wait for them there.

Where a member of staff may accompany a candidate who is feeling unwell, the member of staff should take the candidate to the foyer if the exam is in the main hall or St Anne's, or to the kitchen if the exam is in the conference room. The candidate should be offered a short break and a drink of water. If the candidate feels unable to continue, they should be taken to student services and handed over to a member of Loreto Grammar School staff.

References

Keeping children safe in education

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/