



# The BRIT School

## Child Protection/Safeguarding Policy (Exams)

2025-2026

### KEY STAFF INVOLVED

Role	Name(s)
Head of Centre	Stuart Worden
Senior Leaders	Lousie Cooper Katie Findlater
Exams Officer	Charlotte Byrne
Designated Safeguarding Lead	Claire Mullord

### **Purpose of the policy**

This policy details how The BRIT School 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. The BRIT School ensures compliance with the statutory guidance for schools and colleges as set out in the Keeping children safe in education 2025 publication.

- To provide all exams-related staff at BRIT 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 exams and assessments The BRIT School.
- To contribute to the wider centre Child Protection and Safeguarding Policy.

## Introduction

All staff involved in the management, administration and conducting of exams at The BRIT 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)

The DSL, as a member of the SLT, has the primary responsibility for safeguarding and child protection, which includes overseeing the school's safeguarding practices, ensuring online safety, maintaining communication with local statutory agencies, and monitoring the effectiveness of safeguarding policies and procedures.

The DSL, who provides safeguarding guidance, is the primary advisor on responding to safeguarding concerns. In the DSL's absence, the Deputy DSL will assume these duties. While safeguarding tasks may be delegated to the Deputy DSL, the ultimate responsibility for child protection and safeguarding remains with the DSL and cannot be delegated.

Additionally, the DSL holds lead responsibility for safeguarding related to examinations and assessments, providing advice, support, and expertise in all child

protection matters within these contexts.

### **Exams officer**

The Exams Officer will undertake all relevant safeguarding and child protection training, including specific modules related to safeguarding in examination contexts, and support the DSL and Deputy DSL to ensure that exam procedures align with safeguarding protocols.

### **Other exams staff**

Invigilators and other exams staff play an important role in supporting safeguarding efforts during exams. They undertake all necessary child protection and safeguarding training to ensure they are prepared to uphold a safe environment for students throughout the examination process.

### **Teaching staff**

Teaching staff will ensure that, when candidates are undertaking non-examination assessments, all tasks align with the centre's safeguarding responsibilities. Teaching 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**

The BRIT 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 employment history and explains any gaps in that history.
- providing referees.
- providing evidence of identity and qualifications.
- verifying their professional qualifications, as appropriate.
- carrying out further checks, as appropriate.
- if offered employment, be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role.
- if offered employment, provide evidence of their right to work in the UK.
- be interviewed by a panel of at least two school leaders/governors, 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 undertake a 'rolling DBS check' when necessary. 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 The BRIT 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, they 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.

### **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 The BRIT 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 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 [include methods of disseminating information, for example, training sessions, online information, hard copy information].

All staff receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings) as required, but at least annually, to provide them with the relevant skills and knowledge to safeguard pupils effectively.

## **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:

- Abuse of position of trust
- Children who may be particularly vulnerable
- Children with special educational needs and disabilities or have mental health needs
- Reporting attendance concerns
- Staff reporting concerns about a colleague or adult who works with children
- Site security
- Confidentiality and information sharing
- Child protection procedures
- Recognising abuse - physical, emotional and sexual abuse, and neglect
- Indicators of abuse
- 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)
- Female genital mutilation
- Forced marriage
- Protecting children from radicalisation and extremism
- Domestic abuse

Additionally, exams staff will be trained/updated on the following exam related scenarios, in line with child protection and safeguarding requirements/protocols:

- 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**

The process for staff to report issues/concerns relating to child protection and safeguarding is that The BRIT School has a written Child Protection and Safeguarding Policy. Within this policy full details are given of the process that staff would follow should they need to report issues/concerns relating to child protection and safeguarding. A copy of this policy is held in the exams office along with all centre devised policies.

The BRIT School has a Whistleblowing Policy (Exams) which satisfies current legislative requirements. A copy of this policy is held in the exams office along with all centre devised policies. There are procedures for reporting and handling concerns, and training and support are provided for staff including transparency and accountability in relation to how concerns are received and handled.

## **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**

During an exam, if an invigilator requires immediate assistance, they can verbally summon the Exams Officer (or one of the Exams team if the Exams Officer is not available), or text them.

### **Leaving the examination room temporarily**

Before leaving the exam room, invigilators have to check that they will still be in ratio if they leave. Where a member of staff may be required to accompany a candidate requiring a toilet break, the member of staff is required to first check that the facilities are unoccupied (this will be done by checking before the student goes in there). The member of staff will then wait outside the toilet and, once the candidate has used the facilities, they will escort the candidate back to the exam room.

## **References**

**Keeping children safe in education** [www.gov.uk/government/publications/keeping-children-safe-in-education--2](http://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](http://www.gov.uk/dbs-check-applicant-criminal-record)

**DBS Update Service** [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)

**DBS Checks for Schools** [www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/](http://www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/)