



Child Protection & Safeguarding Policy Examinations- 2025/26

This policy has links to the following CRHS policies and should be read in conjunction with:

- CRHS Safeguarding Policy

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
G Deakin	
Date of next review	Aug 2026

Key staff involved in the policy

Role	Name(s)
Head of centre	Keith Winstanley
Designated safeguarding lead	Gareth Deakin
Deputy designated safeguarding lead	Lucy Smith/Nicola Kennedy
Exams officer	Josephine Evans

Purpose of the policy

This policy details how Castle Rushen High 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 Castle Rushen High School.

This policy should be read in conjunction with the overarching CRHS Safeguarding Policy, available on the AllStaff network drive.

Policy aims

- To provide all exams-related staff at Castle Rushen High 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 students, parents/carers and other partners when taking examinations and assessments at Castle Rushen High School
- To contribute to the wider centre Safeguarding Policy

Policy aims

All staff involved in the management, administration and conducting of examinations at Castle Rushen High 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 and Deputy Designated Safeguarding Lead (DDSL) 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

The Exams officer will support the DSL and DDSL as directed, undertake all relevant training and will facilitate training for invigilators in relation to child protection and safeguarding. The Exams officer will

also be responsible for reporting child protection and safeguarding concerns raised during examinations/assessments to the DDSL or DSL.

Other exams staff – Exams assistant/invigilators

Other exams staff will undertake the required training as directed by the DSL, supported by the Exams officer as appropriate. Other exams staff are required to report child protection and safeguarding issues/concerns to the Exams officer in the first instance, but may also report directly to the DDSL or DSL in line with centre procedures as outlined in the overarching CRHS Safeguarding Policy, ensuring that the Exams officer is aware.

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.

Section 2 – Staff

Recruitment

Castle Rushen High School ensures that only 'suitably qualified and experienced adults' are employed in the management, administration and conducting of examinations and assessments by following the DESC recruitment procedures.

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, will be recorded centrally with the Isle of Man Government's HR department.

Existing staff

DBS checks are regularly updated for existing staff, including external invigilators/facilitators, who 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.

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 Castle Rushen High School – e.g., working 3 or more times in a 30-day period.

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 Castle Rushen High School.

Section 3 – Supporting staff

All exams staff at Castle Rushen High School are made aware of the good practice guidelines and staff code of conduct in relation to child protection and safeguarding.

They are informed and updated on the contents of the CRHS Safeguarding Policy by email from the DSL and inset presentations. The safeguarding policy in full is available to all staff at any time via the AllStaff network drive. This information is disseminated to exam invigilators via the Exams officer at the annual training event/s.

Section 4 – Areas covered

All exams staff will be trained/updated on a three-yearly cycle to ensure that they are complying with the centre policy on child protection and safeguarding. New invigilating staff are given a specific safeguarding induction before commencing their first shift at CRHS. The areas covered by the training is dictated centrally by DESC and enables staff to feel confident in their roles and responsibilities when it comes to child protection and safeguarding issues.

Section 5 – Reporting

The process for staff to report issues/concerns relating to child protection and safeguarding is covered in the CRHS Safeguarding Policy.

If a member of exams staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should contact the Exams officer and/or DSL, following the procedures outlined in the CRHS Safeguarding Policy.

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 invigilators are required to bring their personal mobile phone with them into an exam room or, if they do not have one, to request a phone from the Exams officer before the shift commences. All invigilators are provided with a list of contact numbers so they may summon assistance if needed. This procedure extends to any welfare or safeguarding concern that requires immediate assistance.

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 which point the candidate is left unaccompanied at the entrance to the facility. The member of staff does not enter the facility again and waits outside until the candidate returns, unless in case of an emergency, in which case the Exams officer or member of reception staff should be informed as soon as possible.

Where a member of staff may accompany a candidate who is feeling unwell, the member of staff should contact the Exams officer to inform them of the situation. Provided the minimum candidate to staff ratio is maintained, the member of staff may accompany the candidate to the reception area and ask for assistance from the staff there.

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/db-check-applicant-criminal-record

DBS Update Service www.gov.uk/db-update-service

DBS Checks for Schools www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/