

Appendix 14

CHILD PROTECTION AND SAFEGUARDING POLICY AND PROCEDURES (Exams)

2025/26

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Curriculum Management	
Date of next review	October 2026

Key staff involved in the policy

Role	Name(s)
Head of centre	Dan Hards
Designated safeguarding lead	Kate Parsons
Designated safeguarding lead (deputy)	Robin Hester
Exams officer	Sara Sweeney

Policy aims

- To provide all exams-related staff at Esher Sixth Form College with the necessary information to enable them to meet their safeguarding and child protection responsibilities
- To ensure consistent good practice
- To demonstrate the commitment regarding safeguarding and child protection to candidates, parents/carers and other partners when taking examinations and assessments at Esher Sixth Form College
- To contribute to the wider centre Child Protection and Safeguarding Policy

Introduction

All staff involved in the management, administration and conducting of examinations at Esher Sixth Form College 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 students whilst they are undertaking their examinations/assessments.

Procedures

- In addition to this guidance, all those invigilating examinations must ensure they are familiar with the college Child Protection and Safeguarding Policy and the Staff Code of Conduct, both of which can be found in All Staff Team documents/ Files/Policies and Procedures.

Leaving the examination room temporarily

For example: where a member of staff may accompany a candidate requiring a toilet break

In the Sports Hall, Drama Studio, LRC2 and College Theatre. The facilities to be used initially are the gender neutral/ disabled toilets by the SH. If the need arises for more toilets, then the student facilities either side of the gender-neutral ones can be used.

Before they are used, the invigilator will need to ensure there is no one else in the facilities before they allow the candidate in. They can do this by having a look in to the room and by calling out to ask if there is anyone in there. The invigilator can stand by the outside door to the facility; there is no need to go into the bathroom.

If the invigilator is not of the same sex as the student they are accompanying and it would not be appropriate to check the facilities, then they should either wait until the gender-neutral ones are free or ask for help from another invigilator.

For students in LRC, the facilities outside the LRC can be used. However, they must be checked before any exam candidate can be allowed in. If this is not possible, then the students are to be taken to the facilities by the Sports Hall.

Students in the B block can be taken to the (new) gender neutral toilets,

Accompanying a candidate who is feeling unwell

As soon as possible, an alert should be sent to the EO or the AEO via Teams that a candidate is feeling unwell. The message can then be picked up by either of them or by the runner, who can also be of assistance.

Invigilators in any 1-2-1 rooms should have a radio to summon assistance. In the ALN centre, there will be one radio between the three rooms used, but there will also be ALN staff on hand to help. Invigilators in other 1-2-1 rooms, should have a radio with them, set to channel 1.

If the invigilator is in a room by themselves and they have an emergency, then they should use the radio to summon assistance. Messages on channel 1 will be picked up by Security, Estates and Reception.

For anything more serious than a student just needing fresh air, they should be taken to First Aid at Reception as soon as possible.

If the candidate needs to be taken to reception the invigilator will need to stay with them until they can be supervised by a member of staff.

Write up notes on the incident form

Dealing with a candidate who refuses to come out of the toilet

If a candidate refuses to come out of the toilet or they are not responding to you and you think they are in danger, then summon help via radio or by getting another invigilator to summon help. Channel 1 is best for emergency assistance. Alert the EO and the AEO via Teams or by sending another invigilator to alert them. Alternatively alert the DSL or DDSL

Dealing with a candidate who has fallen asleep in the exam room.

If the candidate looks like they are about to fall asleep, ask them if they are ok, if they need a drink of water or need some fresh air. It is possible to give an emergency rest break if you think it is necessary. The invigilator should record everything on an incident form

If the candidate has fallen asleep ask another invigilator to be a witness to you trying to wake them. – attempt to wake gently by calling their name / tapping desk or gently tapping their arm. If they wake, ask them if they are ok, if they need a drink of water or need some fresh air. It is possible to give an emergency rest break if you think it is necessary. Make sure you record everything on an incident form

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.

- The door to every room in which you work should have a window – do not cover the window. Blinds to external windows can be drawn, if necessary, to filter sun or distractions, however, someone from outside should always be able to always see into the room.
- Avoid sitting between the student and the door, always leave a gap so they can leave if they wish.
- Never lock the door.

Section 5 – Reporting

If a student discloses abuse, the member of staff must refer the student to a Designated Safeguarding Lead immediately by recording the disclosure as outlined below. If there is an immediate risk to the student (e.g. they are likely to experience harm if they go home) then contact Reception and they will locate a DSL, or member of SLT should be located immediately. If the risk is not immediate, please contact the EO or the AEO for advice on how to complete an Expression of Concern form.

Managing a Safeguarding Disclosure (All Staff) If a student makes a disclosure, staff must follow the steps outlined below:

1. Never promise confidentiality – It is not possible to guarantee to a student that a disclosure of abuse will be kept confidential. Inform the student that you are bound by law to report what they disclose to the College's Designated Safeguarding Lead or one of the Deputy Designated Safeguarding Leads.
2. Listen and reassure – Listen carefully to what the student is telling you. You are able to ask open questions such as 'how did that happen?' or 'what was happening at the time?'

3. Do not probe or make accusations – Remember you are not there to investigate a disclosure. This could also compromise any further criminal investigation.

4. Make notes and record the disclosure – As soon as possible, make a record of the conversation with the student and pass to either the EO, the AEO or the DSL for them to create an Expression of Concern on the database.

Once the Expression of Concern is on the database, a Designated Safeguarding Lead will then decide how to manage the disclosure, organise further support as necessary and notify appropriate authorities. Where contact is made with external agencies, a Designated Safeguarding Lead will record this securely on the student's Welfare Communications.

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 procedures in the **Whistleblowing Policy Exams**, that can be found in All Staff Team/ Documents/Files/Procedures and Policies/Exams/ 2025-6/ Whistleblowing

Summoning immediate assistance in case of any concern

Most exam rooms will have more than one invigilator plus a runner, who can be contacted. Invigilators can contact the Exams Team and other invigilators via Teams.

Every room should have a PC that you should log on to and via which you can summon help.

If there is no response from anyone on Teams and the situation is an emergency, then radio for help on Channel 1. This channel will be picked up by Estates, Security, Reception.

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/

Other documentation:

Safeguarding and Child Protection policy

Recruitment and Selection of Staff Procedures

Staff Code of Conduct

Whistleblowing Policy Exams