

Beech Lodge School

CHILD PROTECTION/SAFEGUARDING POLICY (EXAMS) 2024/2025

This policy is reviewed annually to ensure compliance with current regulations.

Approved/reviewed by	James Thorpe
Date of next review	September 2025

Key staff involved in the procedure

Role	Names
Proprietor	Daniela Shanly
Head of Centre	James Thorpe
Designated Safeguarding Lead	Louise Nicholls
Deputy Designated Safeguarding Lead	Dan Gillespie Jack Rider Peter Titus
SLT members	Daniela Shanly, Lucy Barnes, Dan Gillespie, James Thorpe, Jack Rider
SENCO/Exams Officer	Sara Doherty/Shelley Hopper

Purpose of the policy

This policy details how Beech Lodge 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 Beech Lodge School.

Beech Lodge 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 2024 publication.

Policy aims

- To provide all exams-related staff at Beech Lodge 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 Beech Lodge School
- To contribute to the wider centre Child Protection and Safeguarding Policy

Introduction

All staff involved in the management, administration and conducting of examinations at Beech Lodge 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)

Beech Lodge - Designated Safeguarding Team

Our School's Designated Safeguarding Lead (DSL)/Prevent Officer and the Deputy DSL/Deputy Prevent Officer are:

Designated Safeguarding Lead (DSL) and Prevent Officer for the whole school is

Louise Nicholls (Vulnerable Children's Champion)

Telephone 01628 879384

mobile: 07917681587 (24hrs)

lnicholls@beechlodgeschool.co.uk



Deputy Designated Safeguarding Lead (DDSL) and Deputy Prevent Officer for the whole school is
Dan Gillespie (Headteacher)
Telephone: 01628 879384
mobile: 07779059071 (24hrs)
Head@beechlodgeschool.co.uk



Deputy Designated Safeguarding Lead (DDSL) and Deputy Prevent Officer for the whole school is:
Jack Rider (Assistant Head Pastoral)
Telephone: 01628 879384,
mobile: 07786086612 (24hrs)
jrider@beechlodgeschool.co.uk



Deputy Designated Safeguarding Lead (DDSL) and Deputy Prevent Officer for the whole school is:
Peter Titus (Pastoral Lead)
Telephone: 01628 879384
mobile: 07836230514 (24hrs)
rtitus@beechlodgeschool.co.uk



The Proprietor for Safeguarding and Prevent Duties is:
Daniela Shanly
Telephone: 01628879384
mobile: 07884436546 (24hrs)
Daniela@beechlodgeschool.co.uk



Section 1 – Roles and Responsibilities

Designated Safeguarding Lead and Deputy DSL

These are members of the school's senior leadership (SLT) with the status and authority to carry out the duties of the posts of DSL/Deputy DSL and Prevent Officers. The Deputy DSL will act as DSL in their absence and otherwise will carry out safeguarding tasks and duties as specified by the DSL in accordance with the details set down below

The core responsibility of the DSL, who is a member of the SLT, is to take lead responsibility for safeguarding and child protection, to maintain an overview of safeguarding within the school, to take responsibility for online safety, to open channels of communication with local statutory agencies and to monitor the effectiveness of policies and procedures in practice. This is explicit in the job description. Our DSLs are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns. If the DSL is unavailable these duties will be carried out by the Deputy DSL. Whilst the activities of the designated safeguarding lead may be delegated to appropriately to the DDSL, the ultimate lead responsibility for child protection, as set out above, remains with the designated safeguarding lead, this lead responsibility should not be delegated.

The 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 officer

The Exams Officer will support the DSL as directed, and also undertake all relevant training.

Other exams staff

Exams invigilators will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy.

Teaching staff

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. 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

Safer Recruitment, the Single Central Register (SCR)

Beech Lodge School has a Safer Recruitment Policy. Beech Lodge school operates safer recruitment procedures (in accordance with government recommendations) including required pre-appointment checks on teaching and non-teaching staff, volunteers, proprietor, supply staff, staff of contractors and other individuals working with or nearby pupils. In accordance with the full requirements of the SCR before starting work and the details of these checks are recorded. The SCR of appointments is rigorously maintained. All employees, proprietor, supply staff, volunteers and others working within the school are checked. In accordance with the ISSR, checks are recorded in the SCR by reference to the usual considerations such as role, frequency, supervision, payment and employment by another organisation.

Recruitment

Beech Lodge is a school for alternative provision and so all of our students will have either special educational learning needs or social, emotional and mental health issues. Due to the nature of our students' difficulties, we do not recruit externally or use agency staff for the running of examinations. Staff involved in the running and administration of exams are already employed by Beech Lodge, and have undergone the necessary checks as detailed in the schools Safer Recruitment Policy.

Existing staff

Although there is no statutory requirement to update DBS checks for existing staff, 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

Section 3 – Supporting staff

All staff at Beech Lodge School (including staff involved with exams) are provided with copies of key documents which they are required to understand. Staff are made aware of the systems which supports safeguarding in our school and these are explained to them, as part of their staff induction. This includes:

- The Child Protection Policy (Safeguarding Policy); the identity of the DSL and Deputy DSL's and information about their roles (such as the implications for mental health and pastoral care and how to identify pupils at risk of radicalisation);
- The Staff Behaviour Policy (Staff Code of Conduct) (which covers as a minimum, acceptable use of technologies, staff pupil relationships and communications, including via social media and whistleblowing);
- Part One of KCSIE (DfE: Sept. 2024) and 'Annex B', and copies of policies (such as Behaviour Management Policy, Anti-bullying Policy, Whistleblowing Policy, Children who are missing education, and E-safety including cyber bullying).

At Beech Lodge, staff are assisted in understanding and undertaking their roles and responsibilities as set out in Part One of KCSIE. This includes talking new staff through the content of Part One in a level and depth appropriate and proportionate to the person and/or to the particular role for which they are being inducted. In addition, **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 – Training (areas covered)

At Beech Lodge all staff (including staff involved with exams) are 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
- 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

Section 5 – Reporting

Reporting issues/concerns relating to child protection and safeguarding

Beech Lodge 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 admin office along with all centre devised policies. A further copy is held by the Exams Officer, and on the staff drive. All policies are also available on request from the school office either in paper form or electronically.

Whistleblowing

Beech Lodge School has a written Whistleblowing Policy (Exams) which satisfies current legislative requirements. A Copy of this policy is held in the admin office along with all centre devised policies. Further copies are held by the Exams Officer, on the school website (exam policies page) and on the staff drive. Policies are also available on request from the school office either in paper form or electronically. At Beech Lodge School the Whistleblowing Policy is integrated into training and codes of conduct. It makes it clear both in induction, and other training, and in guidance provided for staff that they have a responsibility to speak up about safeguarding and welfare matters within our school, and to external agencies where necessary. Beech Lodge School has an open environment and culture of safety where staff feel free to raise concerns. The school also has a culture of valuing staff and of reflective practice. There are procedures for reporting and handling concerns, including poor or unsafe practice and potential failures in the safeguarding regime, provision for mediation and dispute resolution where necessary. 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

Safeguarding pupils engaged in close, one-to-one support/supervision: Beech Lodge School recognises that children may be more vulnerable when working with adults in a close one-to-one provision. The following guidance and arrangements have been taken from the Staff Behaviour (Code of Conduct) Policy which aim to safeguard pupils in one-to-one situations (please note, this guidance have been adapted to cater for exam arrangements):

- Staff must conduct themselves professionally in their relationships with pupils, parents and staff and must not behave in a way that could bring the school into disrepute or risk allegations being made.
- No member of staff should ever be behind a locked door with a child, unless it is in a lock down situation.
- One-to-one support/supervision should, wherever possible, take place in public or semi-public places such as classrooms or offices. If in classrooms, ensure you are seated so that you and the child can be seen through the visibility panel in the door.

- When supporting/supervising a child or one-to-one session, staff should ensure furniture is positioned to allow easy access into or out of the room and that the glass panel in the door is not obscured.
- Staff will avoid sitting or standing in close proximity to the pupil, except as necessary to support the student with their exam (e.g. when acting as a reader, scribe or prompt).
- Staff must report any incident that causes concern to the Designated Safeguarding Lead in accordance with the School's Child Protection Policy, and make a written record (signed and dated); and
- Staff will report any situation where a pupil becomes distressed or angry to the Designated Safeguarding Lead.

Summoning immediate assistance in case of any concern

During an exam, if an invigilator requires immediate assistance, they can verbally summon the Exams Officer/roving invigilator, who is positioned in the corridor outside the exams room. Should, for any reason, the Exams Officer/roving invigilator not respond, the invigilator should use the classroom phone to contact reception (ext. 200 or 201) to summon help.

Leaving the examination room temporarily

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 with the Exams Officer/roving invigilator who will be positioned in the corridor). 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

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/