



# Hedingham School & Sixth Form

## Child Protection and Safeguarding Policy (Exams)

### Meets JCQ Requirement 11

Please also refer to centre Child Protection and Safeguarding Policy stored on the R Drive

Approved/Reviewed by Mr J Pearson, Assistant Headteacher

Approved by the Curriculum and Personnel Committee on:	22 February 2023
It was ratified by the Full Governing Body on:	29 March 2024
Next review due by:	Spring 2024



# Child Protection and Safeguarding Policy (Exams)

Policy/Procedure creator: Nina Powell

Policy/Procedure created/reviewed: 06/04/2022

Centre Name	Hedingham School and Sixth Form
Centre Number	16519
Date policy first created	6 April 2022
Current policy reviewed by	Nina Powell
Current policy approved by	School Governors - 18/05/2022
Date of next review	To be confirmed on review

## Key staff involved the policy

Role	Name
Exams officer	Nina Powell
Senior leader(s)	John Pearson
Head of centre	Andrew Harvison
Other staff (if applicable)	Not Applicable

This policy is reviewed and updated annually to ensure that candidates who arrive late to examinations at Hedingham School and Sixth Form are managed in accordance with current requirements and regulations.

References in this policy to GR and ICE refer to the JCQ publications **General Regulations for Approved Centres** and **Instructions for conducting examinations**.

## CHANGES 2022/23

No changes applicable

## CENTRE-SPECIFIC CHANGES

Upon review, no centre-specific updates or changes were applicable to this document

## Purpose of the policy

The purpose of this policy is to confirm additions to the Centre's Child Protection and Safeguarding Policy specific to the Exams process.

- All invigilators will undergo safeguarding training annually with records of the training held by the Personnel Officer
- All invigilators will be DBS checked, with records held by the Personnel Officer

## Centre Child Protection and Safeguarding Policy

It is required that all Exams staff and invigilators adhere to the Centre's Child Protection and Safeguarding Policy. The current version of this policy (approved by the Governing Body on 1 December 2021) can be accessed at:

R:\Policies\Policies Adopted by Governors\Child Protection and Safeguarding Policy December 2021.pdf