



ExamSure

PROFESSIONAL EXAM & ASSESSMENT STAFFING

Safeguarding Policy

1. Introduction

ExamSure is committed to safeguarding and promoting the welfare of children and young people. We recognise our responsibility to ensure that all individuals involved in our services operate in a safe, professional, and compliant manner at all times.

Although **ExamSure** provides staffing services rather than direct education provision, we understand that our staff work in environments where safeguarding is critical. We therefore take all reasonable steps to ensure the safety and wellbeing of children and vulnerable individuals.

2. Scope & applicability

This policy applies to:

- All **ExamSure** employees, workers, and contractors
- All staff supplied to client centres (e.g. invigilators and exam support staff)
- All interactions with children and young people within client environments

This policy should be read alongside client centre safeguarding policies and procedures.

3. Our safeguarding commitment

ExamSure is committed to:

- Ensuring safer recruitment practices
- Maintaining high standards of conduct for all staff
- Working in partnership with client centres to uphold safeguarding standards
- Responding appropriately to safeguarding concerns
- Promoting a culture of vigilance and accountability

4. Safer recruitment

ExamSure implements robust recruitment and vetting procedures, including:

- Verification of identity and right to work
- Enhanced DBS checks where required
- Safeguarding and compliance checks
- Collection of relevant employment history
- Reference checks

No staff member will be placed in a role without appropriate vetting relevant to the assignment.

e. admin@examsure.co.uk

5. Roles and responsibilities

ExamSure

- Ensures appropriate vetting and recruitment processes
- Provides staff with safeguarding expectations and guidance
- Maintains records of compliance checks
- Acts on safeguarding concerns appropriately

ExamSure staff

- Must adhere to all safeguarding requirements
- Must follow the safeguarding policies of the client centre
- Must act professionally and maintain appropriate boundaries
- Must report any safeguarding concerns immediately

Client centres

- Retain primary responsibility for safeguarding within their setting
- Provide site-specific safeguarding procedures and contacts
- Manage safeguarding incidents in line with their internal policies

6. Code of conduct (Safeguarding expectations)

All **ExamSure** staff must:

- Maintain professional boundaries with students at all times
- Avoid any behaviour that could be misinterpreted or inappropriate
- Not engage in physical contact unless absolutely necessary and appropriate
- Not exchange personal contact details with students
- Not take photographs, videos, or recordings
- Not access or share confidential student information

7. Recognising safeguarding concerns

Staff should be alert to signs of abuse or neglect, including:

- Unexplained injuries or changes in behaviour
- Signs of distress, fear, or withdrawal
- Inappropriate or concerning interactions
- Any disclosure made by a child or young person

Staff are not expected to investigate concerns but must report them.



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Safeguarding Policy (cont'd.)

8. Reporting concerns

If a safeguarding concern arises, staff must:

1. Report immediately to the designated safeguarding lead (DSL) at the client centre
2. Follow the centre's safeguarding procedures
3. Inform **ExamSure** as soon as possible after reporting

In urgent situations where there is immediate risk, staff should follow emergency procedures at the centre.

9. Confidentiality & information sharing

Safeguarding information must be handled sensitively and shared only on a need-to-know basis.

Confidentiality must never prevent the sharing of information where a child or vulnerable person is at risk of harm.

10. Training & awareness

ExamSure ensures that staff:

- Are made aware of safeguarding responsibilities
- Understand reporting procedures
- Are provided with guidance relevant to their role

Where required, additional safeguarding training may be provided or mandated by client centres.

11. Allegations against staff

Any allegation involving an **ExamSure** staff member will be:

- Taken seriously and acted upon immediately
- Reported to the client centre and relevant authorities where appropriate
- Investigated in line with safeguarding and employment procedures

Staff may be removed from assignments while investigations are ongoing.

12. Monitoring and review

ExamSure is responsible for ensuring compliance with this policy.

This policy is reviewed regularly and updated as necessary to reflect legal requirements and best practice.

Document control

Version: 1.0

Effective date: 28 February 2026

Review frequency: *Annually*