

Le Rocquier School

Disclosure and Barring Service policy for Exams.



DATE CREATED: 2016

REVIEWED: April 2022

NEXT REVIEW DATE: April 2023

LEAD PERSON: Exams Officer

JCQ instructs each centre to have a Disclosure and barring service policy in place.

Due care and attention needs to be taken when employing staff to carry out any exam related role in Le Rocquier School to ensure that current legislative requirements are met.

All staff must apply through the States of Jersey Human Resources department who are responsible for checking references and completing DBS Police checks on all applicants.

No individual will be given permission to work for Le Rocquier School until the Government of Jersey Human Resources Department are satisfied with the checks they put in place to meet current legislative requirements.

The Director of the Education Department can give permission for an individual to start employment prior to all documentation being completed but this is in exceptional circumstances and only when they are content that the individual does not pose a risk to students or staff and strict restrictions will be communicated to supervising staff by the Director of Education which must be implemented.

Where possible all new staff will be supervised by existing, experienced staff when involved in the examination process. Training must be given.

All invigilators and anyone working or volunteering in a school is DBS checked as part of the recruitment process. Le Rocquier School will follow all Government of Jersey policies in relation to recruitment and school volunteers.