

# RSL Safeguarding

## Exam Centres and Stewards guidance for GME

### Stewards

- Are required to check and identify everyone arriving at the exam centre (not just candidates).
- Should do their best to prevent adults from wandering around the building.
- Should escort candidates to/out of the warm up room and exam room, but avoid being alone in the warm up room with the candidate.
- Should leave the door open at all times if they need to enter the warm up room.
- Must check the exam room roughly every 15 minutes by viewing real time CCTV or via a window or viewing panel.
- Are highly recommended to be DBS checked.

### What to do if you feel that there has been a breach of child protection

- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via their powers to use Police Protection.
- If you are suspicious that there has been a breach in child protection, please complete a 'Reporting a Concern' form and forward this onto the designated safeguarding lead.
- For other contacts please see 'RSL Safeguarding Identifying abuse'

### What to do if a child makes a direct disclosure to you

It is recognised that a child and/or adult at risk may seek you out to share information about abuse or neglect, or talk spontaneously, either individually or in groups when you are present.

In these situations **YOU MUST**;

- Listen carefully to the child/adult at risk.
- **DO NOT** directly question the child/adult at risk.
- Give the child/adult at risk time and attention.
- Allow the child/adult at risk to give a spontaneous account; do not stop a child/adult at risk who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's/adult at risk's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's/adult at risk's own words where possible.

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- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Reassure the child/adult at risk that
  - they have done the right thing in telling you
  - they have not done anything wrong
- Tell the child/adult at risk what you are going to do next and explain that you will need to get help to keep him/her safe.
- **DO NOT** ask the child or adult concerned to repeat his or her account of events to anyone or write a statement.