

RSL Safeguarding

Invigilator guidance for Music Production and Music Theory

Invigilator

- are required to check everyone arriving at the exam centre (not just candidates).
- should escort candidates in/out of the exam room
- recommend 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 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.
- 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.

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