

## **Child Protection Policy**

Rockschool fully recognises its responsibilities for child protection and safety. Our policy applies to all examiners working on behalf of Rockscool internationally and any other personnel employed by Rockscool working in examination centres outside of the UK.

There are four main elements to our policy:

- 1) Ensuring we practice safe recruitment in checking the suitability of personnel and examiners to work with children. This includes cross-checking all personnel with the Criminal Records Bureau as standard in the UK.
- 2) Ensuring that our examination centres are safe environments in which children can take their examination.
- 3) Distributing an Examiner Guidance Policy to every examiner (see below).
- 4) Following our Procedures for Reporting Concerns guidelines where an allegation is made against a member of staff.

### **EXAMINER GUIDANCE POLICY - Safeguarding Children: Conducting Assessments at Centres**

*(based on Guidelines developed and issued in the UK by the examination regulators QCA, ACCAC and CEA).*

The following is aimed at providing general guidance on conducting assessments wisely and well. Good examiners and verifiers make a conscious effort to appear friendly, open-minded and relaxed. They seek to avoid unnecessary formality. However, it is essential that a professional distance is kept between themselves and candidates.

#### **Do:**

- Give candidates as much encouragement as possible
- Adopt a relaxed, informal and friendly atmosphere
- Listen to what young people say
- Keep a physical and professional distance
- Be aware of the effect that your words and actions may have
- Be approachable
- Appear alert, co-operative and open-minded

**Don't:**

- Don't stray from the task in the specification
- Don't be unnecessarily inquisitive
- Don't do or say anything that might make a candidate feel uncomfortable
- Don't say things that could be interpreted as aggressive, hostile or impatient
- Don't be drawn into personal conversations or introduce personal subjects
- Don't make comments that could be misinterpreted, such as about their appearance
- Don't sit or stand too close to the candidate
- Don't stand over the candidate as this may make them feel pressured
- Don't meet other than in the agreed assessment venue
- Don't exchange personal contact details

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