



Head Teacher: Mrs Bo Clarke BSc

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# STAFF AND VOLUNTEER HANDBOOK

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## Qinghua Chinese School Staff and Volunteer Policy

### 1. Introduction

The Qinghua Chinese School values the contributions of both staff and volunteers in fulfilling its mission of providing quality education in Chinese language and culture. This policy outlines the guidelines, expectations, and procedures for staff and volunteers involved in the operations of the school.

To provide clarity to the policy – the term staff will be used to define the position of Teachers at the Qinghua Chinese School. The term volunteers will be used to define the position of Teaching Assistants

### 2. Recruitment and Selection

#### 2.1 Staff:

- All staff positions will be sourced from parents of students at the school where possible.
- Recruitment will be based on interest in teaching, appropriate qualifications, previous experience and suitability for the role.
- Background checks will be conducted for all positions involving direct contact with students.
- The selection process will be fair, transparent, and merit-based.
- There will be a 1 term probation period for all teachers.
- Probationary Teachers will achieve full Teacher status after a review of one of their lessons by the Head Teacher.

#### 2.2 Volunteers:

- Volunteers will be recruited based on their interest, skills, and availability.
- Volunteers working directly with students will be subject to background checks.

### 3. Roles and Responsibilities

#### 3.1 Staff:

- Staff members are expected to perform their duties professionally, diligently, and in accordance with the policies and procedures of the Qinghua Chinese School.
- They are responsible for maintaining a safe and inclusive learning environment for all students.
- Staff members are expected to adhere to the school's code of conduct and ethical standards.

#### 3.2 Volunteers:

- Volunteers are expected to support the teachers in the classroom.
- They will work under the guidance and supervision of designated staff members.
- Volunteers must adhere to the school's policies, procedures, and code of conduct.

### 4. Training and Development

#### 4.1 Staff:

- Staff members will receive appropriate training and professional development opportunities to enhance their skills and knowledge.
- Training may include workshops, seminars, or other relevant programs.

#### 4.2 Volunteers:

- Volunteers will receive orientation and training on their roles, responsibilities, and school policies.
- Additional training may be provided based on the specific needs of the volunteer position.

### 5. Code of Conduct

5.1 Staff and volunteers are expected to conduct themselves in a professional manner at all times.

- This includes treating students, colleagues, and parents with respect and courtesy.
- Maintaining confidentiality of student and school information.
- Avoiding any behaviour that may harm the reputation or, integrity of the Qinghua Chinese School.

### 6. Supervision and Support

#### 6.1 Staff:

- Staff members will receive regular supervision and support from the Head Teacher.
- They are encouraged to seek assistance or guidance whenever needed.

#### 6.2 Volunteers:

- Volunteers will be supervised by designated staff members.
- They will have access to support and guidance from school staff.

### 7. Reporting and Feedback

7.1 Staff and volunteers are encouraged to report any concerns, incidents, or violations of school policies to the head teacher, or appropriate authorities.

- Reports can be made confidentially and without fear of retaliation.
- Feedback on the school's policies, procedures, and practices is welcomed and encouraged.



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### 8. Termination of Service

8.1 The Qinghua Chinese School reserves the right to terminate the service of staff and volunteers for reasons including but not limited to misconduct, breach of policies, or inability to perform their duties satisfactorily.

- Termination will be conducted in accordance with the school's disciplinary procedures and fair employment practices.

### 9. Review and Revision

9.1 This Staff and Volunteer Policy will be reviewed periodically to ensure its effectiveness and relevance.

- Amendments or revisions may be made as necessary, with input from staff, volunteers, and committee members.

### 10. Acknowledgment

All staff and volunteers are required to read, understand, and acknowledge their commitment to this policy.

Trustee Signature

Signed on behalf of Qinghua Chinese School \_\_\_\_\_ Date \_\_\_\_\_



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**QingHua School Teachers and Voluteer Helpers DBS Cert Number - Sept- 2023**

Items	Teacher Name	Roles	Cert Number	Date
1	Bo Clarke	Headteacher	001790 122651	Aug-22
2	Jian Zhang	Teacher	001791 902879	Aug-22
3	Yue Forth	Teacher	001794 546569	Aug-22
4	Liplng Gao	Teacher	001792 568202	Aug-22
5	YingMei Tang	Teacher	001792 801700	Aug-22
6	Chwee Chen Lim	Teacher	001756 465927	Oct-21
7	Lihua Zhao	Teacher	001766 168360	Aug-22
8	Jiajun Li	Teacher	001825 004801	Mar-23
9	Yan Liu	Teacher	001791 876505	Aug-22
10	Juan Watine	Teacher	001805 275454	Nov-22
11	Miao Jiang	Teacher	001783 707430	Aug-22
12	Lily Song	Teacher	001789 512690	Aug-22
13	Yulong Tan	Teacher	001791 100321	Aug-22
14	Pei Ling Sleeman	Teacher	001790 122687	Aug-22
15	Shilu Song	Teacher	001717 222601	Aug-22
16	Li Chen	Teacher	001778 582440	Aug-22
17	Xin Zhang	Teacher	001778 312110	Aug-22
18	Wenhui Deegan	Teacher	001803 930844	Oct-22
19	Lei Zhang	Teacher	001791 984904	Aug-22
20	Chao Wang	Teacher	001797 606988	Sep-22
21	HongXia Song	Teacher	001846 104549	Sep-23
22	Lijing Chen	Teacher	001831 879017	Sep-23
23	Jianqiao Zhou	Teacher	001845 670429	Sep-23
24	Yuan Fang	Teaching Assistant	001853 398726	Oct-23
25	Yan Sun	Substitute Teacher	001846 478261	Sep-23
26	Philip T V Chin	Volunteer	001791 409849	Jul-22
27	Jian Yang Luo	Volunteer	001792 016628	Aug-22
28	John P C Tho	Volunteer	001792 406563	Aug-22
29	Vincent Lim	Volunteer	001794 965018	Aug-22
30	Yan Ming Sui	Volunteer	001805 612948	Nov-22



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### Job Description: Chinese Language Teacher

Organization: Qinghua Chinese School

Location: All school branches (Both Ealing and Harrow)

Duration: Casual Part-time, Saturdays (2 hours per session)

Job Summary: The Chinese Language Teacher at Qinghua Chinese School will play a vital role in delivering quality education in Chinese language and culture to students attending the supplementary school on Saturdays. The teacher will be responsible for planning and conducting engaging lessons, assessing student progress, and fostering a supportive learning environment. This position requires fluency in Chinese language, strong teaching skills, and a passion for promoting cultural understanding.

### Key Responsibilities:

1. Curriculum Implementation:
  - Develop and implement effective lesson plans and teaching materials in alignment with the school's curriculum objectives.
  - Adapt teaching strategies and resources to meet the diverse learning needs of students.
2. Instructional Delivery:
  - Deliver engaging and interactive lessons in Chinese language, focusing on listening, speaking, reading, and writing skills.
  - Incorporate cultural content and real-life contexts into lessons to enhance students' understanding and appreciation of Chinese culture.
3. Assessment and Progress Monitoring:
  - Assess student learning through regular formative and summative assessments. These are normally performed on a termly basis.
  - Provide constructive feedback to students to support their language development and track their progress over time. Written reports are provided to students and their parents on a termly basis.
4. Classroom Management:
  - Establish and maintain a positive and inclusive classroom environment conducive to learning.
  - Manage classroom behaviour and promote mutual respect among students.
5. Communication and Collaboration:
  - Communicate effectively with students, parents and colleagues regarding student progress, class updates, and any concerns.
  - Collaborate with colleagues to share resources, best practices, and ideas for curriculum enhancement.

### Qualifications:

- Masters / Bachelor's degree in Education, Chinese Language, Linguistics, or related fields.
- Fluency in Mandarin Chinese (spoken and written) at a native level.
- Previous experience in teaching Chinese language and culture to students of varying ages and proficiency levels preferred.
- Appropriate interpersonal skills and ability to work collaboratively with students, parents, and colleagues.
- Reliable, punctual, and committed to promoting the mission and values of Qinghua Chinese School.

### Schedule and Compensation:

- Part-time position, every Saturday for 2 hours per session.
- Compensation/Pay rate will be commensurate with the individual's experience.

Application Process: Interested parents should submit a CV and cover letter/email to the Head Teacher. Suitable applicants will be contacted for an interview.



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### Role Description: Volunteer Teaching Assistant

Organization: Qinghua Chinese School

Location: (Both Ealing and Harrow Branches)

Duration: Part-time, Saturdays (2 hours per session)

Role Summary: Volunteer Teaching Assistants at Qinghua Chinese School play a supporting role assisting the class teacher during the school sessions held on Saturdays. Working under the guidance of the teaching staff, volunteers will assist in classroom management, facilitate small group activities, and provide additional support to students as needed.

### Key Responsibilities:

1. Classroom Support:
  - Assist the teaching staff in setting up the classroom and preparing materials for lessons.
  - Support the implementation of lesson plans by facilitating small group activities, discussions, or exercises.
  - Provide individualized support to students who may require additional assistance with language comprehension or skills development.
2. Student Engagement:
  - Encourage active participation and engagement among students during classroom activities.
  - Help maintain a positive and inclusive learning environment by promoting cooperation and respect among students.
3. Assistance with Administrative Tasks:
  - Assist with administrative tasks such as taking attendance, distributing materials, or organizing classroom resources.
  - Help monitor student behaviour and ensure compliance with school rules and policies.
4. Communication and Collaboration:
  - Communicate effectively with teaching staff regarding student progress, concerns, or any issues that may arise during sessions.
  - Collaborate with other volunteers and staff members to coordinate activities and support the overall functioning of the school.

### Qualifications:

- Interest in promoting Chinese language and culture.
- Appropriate interpersonal skills and ability to work effectively with students of diverse backgrounds.
- Reliable, punctual, and willing to commit to the designated schedule.
- Previous experience working with children or in educational settings is preferred but not mandatory.

### Schedule and Commitment:

- Part-time position, every Saturday for 2 hours per session.
- Volunteers are recruited from parents whose children are students at the school where possible.
- The volunteer's role is not compensated.

### Benefits:

- Gain hands-on experience in language teaching and education.
- Contribute to the cultural enrichment of students in the community.
- Opportunity to work closely with experienced educators and language professionals.

Application Process: Individuals interested in volunteering as Teaching Assistants at Qinghua Chinese School should submit a brief statement of interest outlining their motivation for volunteering and any relevant experience or skills. Applications should be sent to the Head Teacher



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## Qinghua Chinese School Code of Conduct for Staff and Volunteers

As a staff member or volunteer at Qinghua Chinese School, you play a vital role in creating a positive and inclusive learning environment for our students. Your commitment to professionalism, integrity, and respect is essential to the success of our school community.

To provide clarity to the policy – the term staff will be used to define the position of Teachers at the Qinghua Chinese School. The term volunteers will be used to define the position of Teaching Assistants

The following Code of Conduct outlines the expected standards of behaviour for all Staff and Volunteers.

### 1. Professionalism:

- Conduct yourself in a professional manner at all times, demonstrating respect, courtesy, and integrity in your interactions with students, parents, colleagues, and administrators.
- Adhere to the school's policies, procedures, and guidelines, including those related to confidentiality, safety, and student welfare.
- Maintain appropriate boundaries and avoid engaging in any behaviour that could be perceived as inappropriate or unprofessional.

### 2. Respect for Diversity:

- Embrace and celebrate the diversity of our school community, including students, families, and staff from various cultural, linguistic, and socioeconomic backgrounds.
- Treat all individuals with dignity and respect, regardless of their differences in race, ethnicity, nationality, religion, gender identity, or sexual orientation.
- Foster an inclusive and welcoming environment where every student and member of the community feels valued and supported.

### 3. Student Welfare:

- Prioritize the safety, well-being, and academic progress of all students in your care.
- Create a nurturing and supportive learning environment that promotes positive behaviour, emotional well-being, and academic success.
- Report any concerns or incidents involving student welfare, safety, or misconduct to the headteacher, or appropriate authorities in a timely manner.

### 4. Professionalism in Communication:

- Communicate effectively, clearly, and respectfully with students, parents, colleagues, and administrators.
- Use appropriate language and tone in all forms of communication, including verbal, written, and electronic communication.
- Respond promptly to messages and inquiries from students, parents, and school administrators, demonstrating professionalism and courtesy in all interactions.

### 5. Collaboration and Teamwork:

- Work collaboratively with colleagues, volunteers, and committee members to support the mission and objectives of the school.
- Share ideas, resources, and best practices to enhance the quality of education and enrichment programs offered to students.
- Respect the expertise and contributions of your colleagues and collaborate in a spirit of mutual respect and cooperation.

### 6. Professional Development:

- Seek opportunities for professional growth and development to enhance your knowledge, skills, and effectiveness as an educator or volunteer.
- Participate actively in training sessions, workshops, and professional development activities provided by the school or external organizations.
- Stay informed about current trends, research, and best practices in education and language teaching to continuously improve your practice.

### 7. Compliance with Policies:

- Familiarize yourself with the policies, procedures, and guidelines of Qinghua Chinese School, including those related to safety, security, and student conduct.
- Adhere to all applicable laws, regulations, and professional standards governing education, child



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- welfare, and volunteerism.
- Report any violations of school policies or regulations to the head teacher, or appropriate authorities for investigation and resolution.

8. Confidentiality:

- Respect the privacy and confidentiality of student and family information, including academic records, personal details, and sensitive issues.
- Handle confidential information with discretion and refrain from sharing it with unauthorized individuals or disclosing it inappropriately.
- Use student information only for legitimate educational purposes and in accordance with applicable laws and school policies.

9. Positive Role Model:

- Serve as a positive role model for students, demonstrating honesty, integrity, responsibility, and respect for others in your words and actions.
- Uphold the values and principles of Qinghua Chinese School in your conduct and interactions, inspiring students to emulate these qualities in their own lives.
- Set high expectations for behaviour, academic achievement, and personal growth, motivating students to strive for excellence and reach their full potential.

10. Continuous Improvement:

- Reflect on your practice regularly and seek feedback from colleagues and the Head Teacher to identify areas for improvement and growth.
- Be open to constructive criticism and suggestions for enhancing your effectiveness as an educator or volunteer.
- Take proactive steps to address any challenges or concerns that may arise and demonstrate a commitment to continuous improvement and professional development.

By adhering to this Code of Conduct, you contribute to the success and reputation of Qinghua Chinese School as a vibrant and inclusive community dedicated to excellence in education and cultural enrichment.

Trustee Signature

Signed on behalf of Qinghua Chinese School \_\_\_\_\_ Date \_\_\_\_\_





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### Safety advice for staff/volunteers

At the start of the first lesson with a new class

- Fill in the register and make sure you know about any special arrangements.
- Show the learners the toilets and any other facilities.
- Tell the learners what to do if the fire alarm rings, and walk the class through evacuation routes to their assembly point. Explain that, when they assemble, you will take the register again to check that everyone is out of the building.
- Explain what to do if one of the learners falls ill or is injured during the lesson.
- Explain what you expect the learners to bring to each lesson and what they should do if they are absent.
- Establish a set of agreed rules for safe and considerate behaviour.

### Checklist for the start of a lesson

- Always arrive in advance of the students, so that you can check that your classroom is safe. You should:
  - - check that all emergency routes are clear of obstruction
  - - check the heating, lighting and ventilation
  - - check the toilets.
  - - check for any hazards to your learners – for example, uncleared rubbish or damaged furniture
  - - check for safety any equipment that you will need to use during the lesson
  - - arrange the furniture and check that it is safe.
  - - not move heavy objects on your own
  - - not allow children/young people to move furniture
  - - tell any adult students or older children who are helping you to set up how to do so safely.
- In light of your checks, decide whether it is safe to continue the lesson and make any adjustments that are necessary. Adults may just need to have hazards pointed out: children and young people will need to have them blocked off. You may need to arrange alternative accommodation (with the on-site caretaker) or cancel the lesson.
- Welcome learners and take the register. Enter late arrivals in the register as soon as they arrive.

### Supervising break-times (if applicable)

- There should always be at least two adults supervising children/young people at break-times.
- Watch out for slips, trips, arguments, fights, bullying and rough play.
- Check again for dangers: things that are safe when children/young people are sitting down might not be safe when they are moving about.
- Make sure that children/young people are sitting down whenever they are eating.
- Clear away bags so that children/young people do not trip over them.

### Checklist for the end of a lesson

- Supervise children/young people while they pack away their lesson materials and store them.
- Clear any litter and clean the floor and tables if necessary.
- Put back any furniture that you have moved.
- Clean whiteboards and clear flip charts.
- Report any damage, hazards or maintenance required.
- Check that all your learners have left the premises safely.
- If children/young people are not collected on time, a responsible person must wait with them until a parent/carer comes. Phone the emergency contact number of the parents if and when necessary.

### What to do if someone is injured or ill

- Move all the other students out of the way.
- If you are working with children/young people, you need one adult for the injured child/young person and one to look after the rest of the children/young people. You may need to send a responsible child/young person to get a second adult.
- Talk to the injured person to find out what is wrong. It is usually safer not to touch them if they seem badly hurt.
- Check medical records to see whether there is a pre-existing medical condition and check any instructions about medication. Do not administer medication unless the learner or their parents/carers have given permission and clear instructions in writing, in advance.
- Decide whether you need a qualified first aider.
- When the injured learner is being cared for, tell the other helper what has happened.
- Contact emergency services if necessary.
- Contact the student's family to tell them what has happened and what will happen next.
- Fill in an accident/incident report as soon as practicable.



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- An adult should always be with a child/young person who is hurt. If a child/young person is taken to hospital by ambulance and the family is going to meet them there, someone from the school should go in the ambulance with the child/young person and stay until another responsible adult arrives to look after them.

**What to do if there is a fire**

- Check fire instructions in your classroom.
- If these are not on display, ask the caretaker.
- Point out the fire exits each time there is a new learner in the class.
- Practise a fire drill at least once a year. Each group should walk through a fire practice on their own with their teacher before the whole school tries it together.
- The school Caretaker may run a practice fire alarm at any time with very short prior notice. Your group must be ready to participate in this fire alarm practice.

**What to do when the fire alarm sounds**

- Call the students to silence and tell them to stand up.
- Tell them they must leave their coats, bags and work on the desks and leave the building by the emergency fire exit route.
- Tell them to walk quite quickly, but not to run. When you practise, decide who is going to lead the group: an adult or two responsible children/young people.
- Pick up the register and a pen and follow the students out of the building.
- Take the children/young people to line up, and tell adult students to assemble (where this is applicable), in the designated place. This will usually be one that has been set by the management of the building you are hiring.
- Take the register again.
- If any children/young people are missing, tell the co-ordinator or head teacher, who will tell the fire brigade.
- Keep children/young people quiet, safe and lined up until you are told it is safe to return to the building. Do not let any child/young person go home alone.

Signed by staff member/volunteer at induction

Signature \_\_\_\_\_ date \_\_\_\_\_



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## Health and Safety Policy of Qinghua Chinese School

### 1. Introduction:

The Qinghua Chinese School is committed to providing a safe and healthy environment for all members, visitors, and participants. This Health and Safety Policy outlines our commitment to promoting the well-being and welfare of individuals involved in our activities and operations.

The Qinghua Chinese school rents its facilities from 3<sup>rd</sup> party organizations and relies on them to provide safe and well maintained facilities. However, Qinghua Chinese School will conduct reviews of the facilities and work with the caretakers of the 3<sup>rd</sup> party organizations to ensure that the school is a healthy and safe place for staff and students.

### 2. Responsibilities:

2.1. School Committee: The School Committee of the Qinghua Chinese School is responsible for establishing and maintaining a comprehensive health and safety program, ensuring compliance with relevant laws, regulations, and best practices.

2.2. Trustees and Teachers: Trustees and Teachers of the School shall be responsible for implementing and enforcing health and safety policies and procedures, identifying and addressing hazards, and promoting a culture of safety among members and participants.

2.3. Students and Visitors: Students and Visitors to the Qinghua Chinese School are expected to comply with health and safety guidelines, report any hazards or concerns to School personnel, and take necessary precautions to ensure their own safety and the safety of others.

### 3. Risk Assessment and Management:

3.1. Hazard Identification: The School shall conduct regular risk assessments to identify potential hazards and risks associated with its activities, facilities and premises.

3.2. Risk Mitigation: Measures shall be implemented to mitigate identified risks, including the adoption of safe work practices, provision of appropriate personal protective equipment (PPE), and implementation of emergency response procedures.

3.3. Emergency Preparedness: The School shall develop and maintain emergency response plans and procedures for various scenarios, including fire emergencies, medical emergencies, natural disasters, and other incidents requiring evacuation or lockdown.

### 4. Health and Hygiene:

4.1. Illness Prevention: Students and Teachers are encouraged to practice good hygiene habits, including regular handwashing, covering coughs and sneezes, and staying home when sick to prevent the spread of illness.

4.2. First Aid and Medical Assistance: Adequate first aid supplies shall be maintained on-site, and trained personnel shall be available to provide basic first aid and assistance in the event of injuries or medical emergencies.

4.3. Health Screenings: The School may implement health screening measures, such as temperature checks or health questionnaires, as deemed necessary to protect the health and safety of Students and Teachers.

### 5. Facilities and Equipment:

5.1. Maintenance: The School shall ensure that its facilities and equipment are properly maintained, inspected, and repaired as needed to prevent accidents, injuries, or property damage.

5.2. Safety Equipment: As the Qinghua Chinese school rents its facilities from 3<sup>rd</sup> party organizations the Qinghua school will work with the rented premises caretaker to ensure adequate safety equipment, such as fire extinguishers, smoke detectors, and emergency lighting, shall be provided and maintained in good working condition.

5.3. Training: Teachers and volunteers shall receive appropriate training on the safe use of equipment and facilities, as well as procedures for responding to emergencies and hazards.

### 6. Compliance and Review:

6.1. Compliance: The Qinghua Chinese School shall comply with all applicable health and safety laws, regulations, and standards, as well as any additional requirements specified by relevant authorities or governing bodies.

6.2. Review and Improvement: This Health and Safety Policy shall be periodically reviewed and updated as needed to reflect changes in operations, regulations, or best practices. Feedback from Students, staff, and other stakeholders shall be considered in the continuous improvement of health and safety measures.

### 7. Communication:

7.1. Communication Channels: The School shall establish effective communication channels for disseminating



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health and safety information, instructions, and updates to participants, staff, and stakeholders.

7.2. Training and Awareness: Training and awareness programs shall be conducted to educate participants and staff about health and safety policies, procedures, and best practices.

7.3. Reporting: Students and Teachers shall be encouraged to report any health and safety concerns, incidents, or near misses to School administration for investigation and follow-up.

8. Acknowledgment:

By participating in the activities of the Qinghua Chinese School, Committee members, Students, and Teachers acknowledge their understanding of and commitment to complying with this Health and Safety Policy.

Trustee Signature

Signed on behalf of Qinghua Chinese School \_\_\_\_\_ Date \_\_\_\_\_



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## Child Protection Statement

Qinghua Chinese School believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility and duty of care to safeguard the welfare of all students, by a commitment to practice which protects them.

- To protect students who receive Qinghua Chinese School services.
- To provide staff and volunteers with the overarching principles that guide our approach to child protection; Qinghua Chinese School believes that a child or young person should never experience abuse of any kind.

Qinghua Chinese School have a responsibility to promote the welfare of all students and to keep them safe. We are committed to practice in a way that protects students.

Qinghua Chinese School recognises that:

- The welfare of the student is paramount.
- All students, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with students, their parents, carers and other agencies is essential in promoting student's welfare.

Qinghua Chinese School will seek to keep students safe by:

- Valuing students, listening to and respecting them.
- Providing effective management for staff and volunteers through supervision, support and training.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Ensuring that all staff and volunteers receive the appropriate level of safeguarding training for their roles.

Our current Nominated Safeguarding Persons and deputies are listed below:

Name of Lead NSP	Mrs Bo Clarke	bosemail@aol.com
Name of Deputy NSP	Mr Philip Chin	philchin@btinternet.com
Name of Deputy NSP	Dr Jian Yang Luo	jianyang.luo@gmail.com

Trustee Signature

Signed on behalf of Qinghua Chinese School \_\_\_\_\_ Date \_\_\_\_\_



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## Child Protection Safeguarding Policy & Procedure

Company Name: Qing Hua Chinese School

Date of Policy Implementation: 1<sup>st</sup> March 2024

Date of next review: 1<sup>st</sup> March 2025

The Nominated Safeguarding Person/s (Role and Responsibilities)

It is the responsibility of the Nominated Safeguarding Person and his/her Deputies to support all staff and volunteers in understanding this policy and procedure document and Green Book and applying it in their every day work and ensuring safe working practice guidance which all staff/volunteers have read and understood.

The Nominated Safeguarding Person is the lead person to whom all safeguarding concerns and suspicions should be reported and from whom advice should be sought on all safeguarding matters.

Our current NSP and deputy/ies are listed below:

Name of Lead NSP	Mrs Bo Clarke	Contact Details	bosemail@aol.com
Name of Deputy NSP	Mr Philip Chin	Contact Details	philchin@btinternet.com
Name of Deputy NSP	Dr Jian Yang Luo	Contact Details	jianyang.luo@gmail.com
(NOTE if you work across several sites it is good practice to have additional NSP deputies, there should still be 1 lead NSP who should be the main contact).			

## Child Protection Policy Statement of Commitment

Qing Hua Chinese School believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility and duty of care to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

- To protect children and young people who receive Qing Hua Chinese School services.
- To provide staff and volunteers with the overarching principles that guide our approach to child protection; Qing Hua Chinese School believes that a child or young person should never experience abuse of any kind.

Qing Hua Chinese School have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects children/young people.

Qing Hua Chinese School recognises that:

- The welfare of the child/young person is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Qing Hua Chinese School will seek to keep children and young people safe by:

- Valuing children/young people, listening to and respecting them.
- Adopting child protection practices through procedures and a code of conduct for staff and volunteers.
- Developing and implementing an effective e-safety policy and related procedures, See E-safety Flow chart in the Harrow Safeguarding Guidance for the CVFP sector.
- Providing effective management for staff and volunteers through supervision, support and training.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Sharing information about child protection and good practice with children, parents, staff and volunteers - sharing concerns with agencies who need to know, and involving parents and children appropriately.
- Have a child protection policy on display so that users of the service are aware of our duty of care.



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- Ensuring that all staff and volunteers receive the appropriate level of safeguarding training for their roles.

### Scope of this policy

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Qing Hua Chinese School working directly with children and young people.

Children, young people, parents/carers are informed of the policy. The policy applies to anyone with whom we are in contact in the course of our work, who is a child or a young person.

Where the policy or procedure refers to a 'child' or 'young person' we mean anyone who has not yet reached the age of 18 years and up to 25 with learning disabilities.

This policy is reviewed, endorsed and approved by the board of trustees annually, or when legislation changes.

### The purpose of this policy

Is to ensure that actions of staff/volunteers delivering services on behalf of Qing Hua Chinese School are transparent and promote and safeguard the welfare of all children/ young people that they encounter and are aware of their duty of care to children/young people.

This policy and procedure sets out how Qing Hua Chinese School implements safeguarding for children/ young people, with whom we come into contact in the course of our work.

Qing Hua Chinese School is committed to devising and implementing policies so that everyone within the organisation accepts their responsibilities for safeguarding children/young people at Risk from abuse.

This means following procedures to protect them and reporting any concerns about their welfare to the appropriate authorities.

This policy and procedure helps us to achieve this by:

- Supporting us to safeguard children, young people in practice, by defining abuse and informing us what to do.
- Ensuring we all work to the same policy and procedure.
- Making sure we are accountable for what we do.
- Being clear what roles and responsibilities we all have in safeguarding.
- Saying what staff can expect from the organisation to help them work effectively.

This policy is informed by and supports Qing Hua Chinese School purpose, and is how we comply with the Harrow Safeguarding Children Board Procedures.

The principles this policy is based on are:

- The welfare of the child /young person is paramount.
- The welfare of families will be promoted.
- The rights, wishes and feelings of children /young people and their families will be respected and listened too.
- All children/ young people will be treated fairly in being able to access services which meet their needs, regardless of gender, ethnicity, disability, sexuality or beliefs.
- We will take all reasonable steps to protect service users from harm, discrimination and abuse.
- Children and families are best supported and protected when there is a co-ordinated response from all relevant agencies.
- Paid and volunteer staff should make sure that they are alert to the signs of abuse and neglect, that they question the behaviour of children and parents/carers and don't necessarily take what they are told at face value. They should make sure they know where to turn to if they need to ask for help, and refer to children's social care or to the police, if they suspect that a child is at risk of harm or is immediate danger.

Recognising the signs of abuse:

In Qing Hua Chinese School we want all staff, volunteers and placement workers to be aware of the need to be alert to the potential abuse of children/young people and the main categories of abuse and other significant



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areas that can affect children and young people. Qing Hua Chinese School understands that it is important that we recognise and act upon concerns which are listed below.

Neglect:

Qing Hua Chinese School recognises that neglect is the failure to meet a child's and/or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of adequate care-givers).
- Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

See the Harrow safeguarding guidance for the CVFP sector for signs and symptoms of neglect.

Physical Abuse:

Qing Hua Chinese School recognises that physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

See the Harrow safeguarding guidance for the CVFP sector for signs and symptoms of Physical abuse.

Emotional Sexual and Neglect Training should support staff/volunteers to recognise the signs and symptoms of abuse.

Emotional abuse:

Qing Hua Chinese School recognises that emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children and vulnerable adults that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children and vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of Emotional Abuse is involved in all types of ill-treatment of a child and/or vulnerable adults though it may occur alone.

See the Harrow safeguarding guidance for the CVFS sector for signs and symptoms of emotional abuse.

Sexual Abuse:

Qing Hua Chinese School recognises Sexual abuse involves forcing or enticing a child, young person and/or vulnerable adult to take part in sexual activities, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts.

They may include non-contact activities, such as involving children and vulnerable adults in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children and vulnerable adults to behave in sexually inappropriate ways.

See page Harrow safeguarding guidance for the CVFS sector for signs and symptoms of sexual abuse.

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Significant areas you will need to be aware of when working with children/young people include:

### Bullying

Bullying is unwanted, aggressive behaviour among school aged children that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumours, attacking someone physically or verbally, and excluding someone from a group on purpose. See Link Harrow safeguarding guidance for the CVFS sector.

### Abuse of Disabled Children

Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled children may experience multiple stresses. Disability is defined as:

- A major physical impairment, severe illness and/or a moderate to severe learning difficulty.
- An ongoing high level of dependency on others for personal care and the meeting of other basic needs.

See Harrow safeguarding guidance for the CVFS sector.

### E-Safety

E-Safety is defined as the safe and responsible use of technology. This includes the use of the internet and also other means of communication using electronic media (eg text messages, gaming devices, email etc).

In practice, e-safety is as much about behaviour as it is electronic security. E-safety in this context is classified into three areas of risk:

- Content: being exposed to illegal, inappropriate or harmful material.
- Contact: being subjected to harmful online interaction with other users.
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm.

For further information see Harrow safeguarding guidance for the CVFS sector.

### Domestic Violence

Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality. This includes issues of concern to black and minority ethnic (BME) communities such as so called 'honour killings'.

The term domestic violence is used to include any form of physical, sexual or emotional abuse between people in a close relationship. It can take a number of forms such as physical assault, sexual abuse, rape, threats and intimidation. It may be accompanied by other kinds of intimidation such as degradation, mental and verbal abuse, humiliation, deprivation, systematic criticism and belittling. For further information see Harrow safeguarding guidance for the CVFS sector.

The Nominated Lead Person will regularly consult the Green Book to identify other safeguarding issues that need to be understood by the organisation in order to meet the needs of the children and families it provides services to.

### Contextual Safeguarding

The NSP will take into consideration the different relationships that young people form in their neighbourhoods, schools, peer groups and online that can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

Individuals and organisations need to engage with social care to support young people, as they may have influence over/within extra-familial contexts, and recognise that assessment of, and intervention with, these spaces are a critical part of safeguarding practices. Safety Mapping for young people is a key example where organisations can look at safe places in the community where they may feel they can approach someone for



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help if they are worried or concerned.

Qing Hua Chinese School Safeguarding Procedures:

It is the responsibility of every member of staff / volunteer to know, understand Qing Hua Chinese School child protection policy & procedures.

To achieve good practice in our setting we will ensure the following areas are clear and put into practice:

#### Safer Recruitment & Selection

All staff/volunteers will go through the following process prior to delivering/ supporting activities/services to children/young people:

We have a policy and procedure which ensures that all potential paid staff and volunteers:

- Complete an application form or a letter of application. This includes: address, evidence of relevant qualifications, the reasons why they want to work with children and young people, paid work and voluntary work experience and all criminal convictions.
- Provide two pieces of identification which confirm both identity and address.
- Undergo an interview (formal or informal) involving at least two interviewers. At least one person on the recruitment panel will be safer recruitment trained.
- Provide at least two references which are followed up before a post is offered. One reference is from the last employer or an organisation that has knowledge of the applicant's work or volunteering with children or young people. If the applicant has not worked with children or young people before, then they should confirm this and give an alternative referee.
- Consent to a Disclosure and Barring Service check (formally CRB check) at the appropriate level (standard or enhanced). Agree to sign up to the DBS update service.

Furthermore, the organisation complies with all other safeguarding regulations:

- We understand that a person who is barred from working with children or vulnerable adults is breaking the law if they work, volunteer, or try to work or volunteer with these groups.
- We understand that an organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law.
- We understand that if our organisation dismisses a member of staff or volunteer because they have harmed a child or vulnerable adult, or would have done so if they had not left, we must complete a DBS referral form. See Harrow safeguarding guidance for the CVFS sector.
- Qing Hua Chinese School will have an Induction process including access to policies, procedures and code of conduct expected to be followed by all those delivering serviced on behalf of by Qing Hua Chinese School to support their work. See the Harrow safeguarding guidance for the CVFS sector.
- An appraisal system in place to identify any concerns or issues.

#### Management & Support of Paid Staff & Volunteers

- All staff and volunteers are provided with a job description (paid staff) or a role profile (volunteers) outlining their main responsibilities. This includes a requirement to comply with our Safeguarding Policy and procedures and ground rules for appropriate behaviour.
- All staff and volunteers are supported through an induction process in which safeguarding/child protection procedures are explained and training needs identified.
- All paid staff and volunteers complete a role review at the end of their induction period before being confirmed in post. Inductions will be completed within 6 months.
- All paid staff are given supervision at least every 6 weeks by their line manager/ Chair of the organisation.
- All volunteers are given regular support sessions. (This may include one to one or group support, mentoring or shadowing opportunities).
- Implements disciplinary and grievance procedures for all paid staff and volunteers, which comply with the Advisory, Conciliation and Arbitration Service (ACAS) Code of Practice.
- All paid staff and volunteers attend regular ongoing safeguarding training appropriate to their role.
- All paid staff and volunteers receive an induction, which includes information on all the organisation's policies and procedures.

Safer working practice:

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Qing Hua Chinese School recognises there may be times when staff/volunteers are working alone. All staff/volunteers at Qing Hua Chinese School will comply with our lone working policy as stated in the Harrow safeguarding guidance for the CVFS sector.

We will ensure that adequate staff/volunteers are supporting activities that Qing Hua Chinese School run. We will follow the guidelines stated in the Harrow safeguarding guidance for the CVFS sector.

All activities are properly planned and organised. Planning ensures that the activities are age-appropriate, appropriately supervised, take staff ratios into account and use qualified instructors.

- Risk Assessments for activities are carried out prior to delivering activity sessions – see guidelines and template in the Harrow safeguarding guidance for the CVFS sector.
- All activities are risk assessed to ensure that all reasonable steps are taken to prevent children and young people being harmed whilst participating in the organisation's activities.
- We will regularly assess and review safety risks which arise from premises, activities, equipment and travel arrangements, as outlined in the organisation's Health and Safety Policy.
- Ground rules are set for appropriate behaviour for children and young people, staff, volunteers, parents and carers. Systems are in place and implemented if the ground rules are broken.
- Qing Hua Chinese School has a photography and film policy about taking and using images of children and young people. We will ensure that images of children, young people and families are only used after written permission has been obtained, and only for the purpose for which consent has been given.

### Providing Safer Activities and Trips

Necessary arrangements:

- People whose suitability has not been checked, including through a DBS check, must not be allowed to have unsupervised contact with children.
- All paid staff and volunteers undertaking specialist roles, (e.g. taking children and young people off site on trips) are provided with appropriate training.
- Employer's liability and/or public liability insurance has been taken out to ensure that all activities and services and all people taking part, are covered.

Transport

We ensure that our transport has:

- Appropriate insurance cover.
- Tax, MOT.
- Appropriate seats (including booster seats and seatbelts).
- A first aid box.
- Drivers hold the correct driving license.

Responding to concerns

If any member of staff/volunteer is concerned about a child/young person they must inform the nominated safeguarding lead person (NSP) or deputy NSP immediately.

- You must log and record information regarding concerns on the same day. See incident recording log in the Harrow safeguarding guidance for the CVFS sector.
- The written record must be clear, precise and a factual account of observations or what has been said.
- The NSP will decide on the most appropriate course of action and whether the concerns should be referred to Children Social Care. See Harrow Threshold guidance of the Harrow safeguarding guidance for the CVFS sector. If it is decided that a referral needs to be made to children's social care this will be discussed with the parents, unless to do so would place the child at further risk or undermine the collection of evidence, e.g. forensic evidence. All concerns, discussions and decisions will be recorded in writing.
- If a member of staff disagrees with the level of concern and feels that a child has not been protected, then any member of staff can make a direct referral to children's social care – please see section on escalation and challenges Harrow safeguarding guidance for the CVFS sector: <http://www.harrowscb.co.uk/wp-content/uploads/2018/10/Challenge-Escalation-Multi-agency-resolution-of-professional-disagreements-October-2018.pdf>



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### Disclosure by a Child/Young Person:

Qing Hua Chinese School recognises that a child/Young person 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/ young person. You can seek clarification but DO NOT ask direct questions or start to investigate the matter.
- Give the child/young person time and your full attention.
- Allow the child/young person to give their account; do not stop a child 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. Make a record of the child's/young person'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/young person'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/ young person that:

- They have done the right thing in telling you.
- They have not done anything wrong.
- Tell the child / young person 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 /Young person to repeat his or her account of events to anyone.

It is good practice to be as open and honest as possible with parents/carers about any concerns.

However, in order to safeguard evidence, you must not discuss your concerns with parents/carers in the following circumstances:

- Where Sexual Abuse or Sexual Exploitation is suspected.
- Where organised or multiple abuse is suspected.
- Where there are concerns a child may be at risk of Female Genital Mutilation.
- Where Fabricated or Induced Illness is suspected.
- In cases of suspect Forced Marriage (see Forced Marriage procedure Harrow safeguarding guidance for the CVFS sector).
- Where contacting parents/carers would place a child, yourself or others at immediate risk.

### Information Required When Making a Referral Regarding a Child/Young Person:

Multi Agency Safeguarding Hub (MASH) will need to be contacted via the golden number for flow chart dealing with concerns about a child/young person please see the Harrow safeguarding guidance for the CVFS sector.

- Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available).
- Unavailability of some information or the Nominated Safeguarding Person should not stop you making a referral. Use the MASH Referral Record to do this.
- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child /young person and siblings, any special needs.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the child/family and/or vulnerable adult e.g.: GP, Health Visitor, School.
- The nature of the concern and foundation for the concern.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and/or vulnerable adult and their family.
- Whether the consent of a parent with Parental Responsibility has been given to the referral being made.

### Allegations Against Adults Who Work with Children /Young People



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If you have information which suggests an adult who works with children /young people (in a paid or unpaid capacity) has:

- Behaved in a way that has harmed or may have harmed a children/young people.
- Possibly committed a criminal offence against, or related to, a children /young people.
- Behaved towards a child /young person in a way that indicated s/he is unsuitable to work with children /young people.

You should speak immediately with your line manager or senior manager who has responsibility for managing allegations. The senior manager will consult with/make a referral to the LADO (Local Authority Designated Officer) via the MASH Team.

If one of those people is implicated in the concerns you should discuss your concerns directly with the LADO (Local Authority Designated Officer) via the MASH Team.

### **Making a Referral**

A referral will involve providing information of concern to the Nominated Safeguarding Lead Person (unless the concern is about the Nominated Safeguarding Person) about an Allegation against a staff/ volunteer.

The MASH will need to be contacted in order for the Local Authority Designated Officer to be informed. The LADO will make enquiries and take appropriate action provide guidance and may request for further information to be submitted.

You may be called for a meeting with the LADO. The LADO may have to speak to the Police to decide if a criminal act has taken place, in serious cases the Police may be informed and may investigate.

You will be informed of the action that will be taken by the LADO.

YOU SHOULD NOT:

- Call a staff meeting and discuss the matter with staff/volunteers. The LADO will guide you on what needs to be done.
- You should not try and bring the perpetrator of the alleged abuse in contact with the victim/parents to discuss concerns.
- Do not delay your response.

Inability to inform parents should not prevent a referral being made. The MASH team will then decide on how and when the parents can be approached and by whom.

If a child is in immediate danger or is at harm or risk you should refer to the children's social care and/or the police

- In emergency dial 999
- MASH: 020 8901 2690 between 9 am – 5pm
- Out of Hours 5pm – 9am Emergency Duty Social Worker 020 8424 0999

Action To Be Taken Following the Referral:

Qing Hua Chinese School will ensure that you keep an accurate record of your concern(s) made at the time.

Qing Hua Chinese School put concerns in writing to the Social Care Duty & Investigation Team following the referral (within 48 hours) duty & [assess@harrow.gov.uk](mailto:assess@harrow.gov.uk) / [duty&assess@harrow.gov.uk.cjsm.net](mailto:duty&assess@harrow.gov.uk.cjsm.net)

Qing Hua Chinese School will accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

### **Confidentiality**

The Qing Hua Chinese School will ensure that any records made in relation to a referral are kept confidentially and in a secure place.

Information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to the need for protection.



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See information sharing flow chart and principles in the Harrow safeguarding guidance for the CVFS sector. If in doubt, consult with Qing Hua Chinese School NSP.

Further guidance/support can be obtained regarding this policy and procedure, including training, one to one policy and procedure support in house training for level 1, 2,3 from:

The Harrow Safeguarding Children Outreach Team on the following details:

Voluntary Action Harrow Safeguarding Outreach Team [asiachetouani@voluntaryactionharrow.org.uk](mailto:asiachetouani@voluntaryactionharrow.org.uk) | [suebush@voluntaryactionharrow.org.uk](mailto:suebush@voluntaryactionharrow.org.uk)  
Telephone: 020 8861 5894

Other Policies in Your Organisation

Safeguarding Policies and Procedures are an essential element of an effective safeguarding practice within VCS organisations.

Some other policies play an important role in keeping children safe, in addition. They are essential in ensuring the safety and well-being of all staff and volunteers.

Organisations should ensure they have key mandatory policies in place endorsed by trustees/committee and reviewed annually.

These are often a legal requirement and required by funders – Health & Safety, First Aid & Fire Procedures, Risk Assessments, Insurance, Confidentiality, and Safeguarding.

Other Policies Qing Hua Chinese School Has in Place Include:

### **Equal Opportunities' Policy**

This policy should ensure that no child/young person is discriminated against on the grounds of race, gender, culture, sexual orientation, economic status or ability (other than where such a distinction is an inherent part of the activity e.g. gender specific activities, religious observance or competitive sports).

The policy should address both the corporate and personal responsibilities of agencies and staff, to ensure that all children are treated with respect and encourage them to respect each other.

### **Health and Safety Policy**

A Health and Safety Policy sets out your general approach, objectives and the arrangements you have put in place for managing health and safety in your business. It is a unique document that says who does what, when and how.

### **Complaints' and Grievance Policies**

Each organisation should develop and publish a procedure by which aggrieved children and/or their parents/carers may make representations should they believe that they have been subject to discriminatory, abusive or inappropriate treatment.

The procedures must provide for an element of independent review and for adequate redress where a complaint is substantiated.

Comments, Compliments & Complaints Policy

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We have a written Comments, Compliments & Complaints Policy and procedure so that children and young people, and staff and volunteers can make any necessary comment, compliment or complaint.

### Confidentiality Policy

This details how any information regarding children and their families will be held and under what circumstances such information may be shared with other agencies. The policies must be in accordance with the requirements of the General Data Protection Act 2018 and the Human Rights Act 1998.

### Challenges & Escalation

All practitioners need to be robust in constructively challenging colleagues when necessary, to achieve best outcome for children and young people.

### Whistle Blowing

This is the confidential disclosure by any individual of any concern encountered in the workplace related to a perceived wrong doing. Qing Hua Chinese School considers such wrongdoing to include:

- General malpractice, such as immoral, illegal or unethical conduct.
- Conduct where someone's health and safety has been put in danger.
- Gross misconduct.

If individuals have concerns relating to their employment with Qing Hua Chinese School these should be raised under Qing Hua Chinese School grievance policy.

This provides a method for staff, volunteers or service users to make known any concerns that they may have about the behaviour of any other person within the organisation.

Such policies will detail how these matters will be handled and investigated. See Qing Hua Chinese School whistle blowing policy.

Where it is felt that the organisation has not or will not address the concerns appropriately the Government's Whistle-blowing services should be contacted via NSPCC – call 0800 028 0285 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

### Social Media

The goal of a social media policy is to set expectations for appropriate behaviour and ensure that an employee's posts will not expose the company to legal problems or public embarrassment.

Such policies include directives for when an employee should identify himself as a representative of the company on a social networking website, as well as rules for what types of information can be shared. Almost all social media policies include restrictions on disclosing confidential or proprietary business secrets.

### E-Safety

E-safety policy will operate in conjunction with other policies including those for Pupil Behaviour, Bullying, Curriculum, Data Protection and Security.

They are there to maintain boundaries and clear guidelines when using any form of social media or accessing the internet, whether is via mobile phone or computers.

### Trustee Signature

Signed on behalf of Qinghua Chinese School \_\_\_\_\_ Date \_\_\_\_\_



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Class Name			TEACHER: Name											
No	Name	Chinese	01-Jan	08-Jan	15-Jan	22-Jan	29-Jan	05-Feb	12-Feb	19-Feb	26-Feb	04-Mar	11-Mar	
1	Student 1	Chinese name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HALF TERM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Student 2	Chinese name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Student 3	Chinese name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Student 4	Chinese name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Student 5	Chinese name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Student 6	Chinese name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Student 7	Chinese name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Student 8	Chinese name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Student 9	Chinese name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Student 10	Chinese name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Student 11	Chinese name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Student 12	Chinese name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Student 13	Chinese name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Student 14	Chinese name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Student 15	Chinese name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PUPIL REGISTER EXAMPLE

## Qinghua Chinese School Offsite Procedures

### NOTE

Offsite trips are not part of the curriculum for Qinghua Chinese School students and this procedure will only be appropriate should this change in the future.

#### 1. Field Trips and Offsite Activities:

##### 1.1 Planning and Approval:

- All offsite activities, including field trips, cultural outings, or special events, must be planned and approved in advance by the school administration.
- Teachers or coordinators organizing offsite activities should submit a detailed proposal outlining the purpose, objectives, itinerary, budget, and safety considerations to the school administration for review and approval.

##### 1.2 Parental Consent:

- Prior to participating in any offsite activity, students must obtain written permission from their parents or guardians.
- Parental consent forms should include information about the activity, transportation arrangements, emergency contacts, and any special instructions or requirements.

##### 1.3 Safety and Supervision:

- Adequate supervision must be provided for students during offsite activities, with a sufficient ratio of adults to students to ensure their safety and well-being.
- Teachers or chaperones accompanying students on field trips are responsible for enforcing safety rules, monitoring student behaviour, and responding to any emergencies or incidents that may arise.

##### 1.4 Transportation:

- Transportation arrangements for offsite activities should be planned in advance, ensuring the safety and comfort of students.
- School buses, hired vehicles, or public transportation may be used for transportation, depending on the nature and location of the activity.
- Drivers should be properly licensed, insured, and qualified to operate the vehicle, and vehicles should be inspected for safety and compliance with the applicable regulations.

##### 1.5 Emergency Preparedness:

- Teachers and chaperones should be familiar with emergency procedures and protocols for offsite activities, including evacuation plans, first aid procedures, and communication protocols.
- Emergency contact information for students, parents, school administrators, and local authorities should be readily accessible during the activity.

#### 2. Offsite Instruction and Events:

##### 2.1 Venue Selection:

- When organizing offsite instruction or events, such as workshops, performances, or exhibitions, suitable venues should be selected based on the specific needs and requirements of the activity.





Head Teacher: Mrs Bo Clarke BSc

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- Considerations should include accessibility, capacity, facilities, equipment, and any permits or permissions required for use of the venue.
- 2.2 Logistics and Setup:
- Logistics for offsite instruction or events, including equipment, materials, signage, and seating arrangements, should be coordinated in advance to ensure a smooth and successful experience.
  - Teachers or coordinators should arrive early to set up the venue and address any last-minute details or concerns.
- 2.3 Participant Communication:
- Participants in offsite instruction or events should be provided with clear instructions, directions, and any necessary information in advance to facilitate their attendance and participation.
  - Communication channels, such as email, messaging apps, or social media, may be used to provide updates, reminders, or changes to the schedule or logistics.
- 2.4 Evaluation and Feedback:
- Following offsite instruction or events, feedback should be collected from participants, teachers, volunteers, and other stakeholders to evaluate the effectiveness and impact of the activity.
  - Feedback may be collected through surveys, interviews, focus groups, or informal discussions to gather insights and suggestions for improvement.
3. Offsite Policies and Guidelines:
- 3.1 Compliance with Policies:
- All offsite activities, instruction, and events must comply with the policies, procedures, and guidelines of Qinghua Chinese School, as well as any applicable laws, regulations, or permits.
  - Teachers, coordinators, and volunteers are responsible for familiarizing themselves with and adhering to the school's policies and guidelines when planning and implementing offsite activities.
- 3.2 Risk Management:
- Risk assessments should be conducted for offsite activities to identify potential hazards, risks, or concerns and develop strategies to mitigate or address them effectively.
  - Risk management plans should address transportation safety, venue safety, emergency preparedness, health and medical considerations, and any other relevant factors.
- 3.3 Documentation and Reporting:
- Records should be maintained for all offsite activities, including consent forms, permission slips, itineraries, attendance records, incident reports, and evaluations.
  - Any incidents, accidents, or emergencies that occur during offsite activities should be documented and reported to the school administration promptly for review and follow-up action.
4. Review and Revision:
- 4.1 Continuous Improvement:
- Offsite procedures and protocols should be reviewed periodically to ensure their effectiveness, relevance, and compliance with best practices and standards.
  - Feedback from teachers, volunteers, participants, and stakeholders should be solicited and considered in the review and revision process to address any identified areas for improvement or enhancement.
- 4.2 Training and Development:
- Training sessions, workshops, or orientation programs may be conducted for teachers, coordinators, and volunteers involved in offsite activities to provide guidance, support, and resources for successful implementation.
  - Topics for training may include safety protocols, emergency procedures, risk management, communication strategies, and best practices for organizing offsite activities.

Trustee Signature

Signed on behalf of Qinghua Chinese School \_\_\_\_\_ Date \_\_\_\_\_