



Safeguarding Guide

WenLin Chinese School is committed to Safeguarding and promoting the welfare of children and it is everyone's duty and responsibility, requires all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst working, visiting the school. If you are unclear about anything in the leaflet please ask.

Safeguarding is the action we take to promote the welfare of children in our care to protect them from harm. We all have a responsibility to keep children safe. We take this responsibility very seriously.

We ensure that all adults who work or volunteer in our school are subject to the appropriate security and appointment checks including DBS.

If you are concerned about the safety of any child in our school, if you are concerned about something a child says, or you see marks or bruises on a child or there is a change in their behaviour or demeanour you must inform the Designated Safeguarding Lead (DSL), the Headteacher. If you feel the child may be at risk of harm but are unsure, inform the DSL who will offer advice and take appropriate action.

Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident date and time and pass it onto the DSL.

If you are concerned about the conduct of a member of staff or volunteer in our school, you must inform the Designated Safeguarding Lead (DSL).

If your concern is about the Designated Safeguarding Lead (DSL), contact the Principal, Mrs Haiyun Wang.

Abuse can affect children regardless of gender, culture, religion, social background and with or without a disability. A copy of the School's Safeguarding Policy is located on the School's website.

Types of Harm

Physical – when a child is deliberately hurt or injured.

Sexual – when a child is included or forced to take part in a sexual activity. This may or may not be a physical activity i.e. being exposed to inappropriate images.

Emotional – when a child is made to feel frightened, worth- less or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect – when a child is not being taken care of by their parents/guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or, being left home alone.

Extremism or Radicalisation – the holding of extreme political or religious views.

Sometimes a child may disclose information to you. If this happens then the following actions must be taken:

- React calmly.
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions. You may clarify your concern using “tell, explain, describe or outline” but as soon as your concern is con- firmed, ask no further questions. Only trained investigators question a child.
- Reassure the child that they are doing the right thing.
- Record carefully what the child says in their own words, including how and when the ac- count was given. Date, time and sign the rec- ord. Pass this immediately on to the Designated Safeguarding Lead.

Code of Conduct

Our children enjoy meeting new people so we hope you are made to feel welcome. However, to protect yourself, and them, please take note of the following points:

Remember:

- to sign in and out and collect a visitor’s badge.
- to be a professional, positive role model.
- to dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing.
- to treat all members of the school community with re- spect and tolerance.
- to avoid physical contact with the children unless you are preventing them from immediately harming them- selves or others.

- to avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- to report any situations that arise that may cause concern immediately.

Never:

- photograph a child without the school's permission
- use your mobile phone in areas used by children
- discuss the school, its pupils or staff on social media
- Ignore inappropriate behaviours towards children whether by adults or other children—always report to DSL.

E-safety

There will be no access to the school's network or IT equipment for visitors unless there has been prior authorisation by the headteacher.

Fire and Emergency

If you discover a fire, sound the alarm and ring .

On hearing the alarm evacuate out of the nearest fire exit door and make your way to the nearest fire assembly point. If you are responsible for children make sure they leave the building immediately.

Health and Safety

If you have any concerns please inform a member of staff who will pass it on to the responsible person.

First Aid

There is always at least one First Aiders on site when the school is open. If you or a child need assistance please inform a member of staff. Visitors should not treat children unless permission has been given. In an emergency do not hesitate to call 111 for an ambulance.