



# 偉福中文學校

## Watford Chinese Community School

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## Child Protection and Safeguarding Policy

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## 1. Introduction

Watford Chinese Community School (WCCS) recognises the responsibility of the service for providing safe and inclusive experiences for all children (i.e. persons under the age of 18) under our care, protecting their wellbeing. WCCS will ensure that all volunteers (i.e. teaching or school operation admin staff) receive the relevant training and guidance in relation to safeguarding, colleagues will be vigilant at all times, identify those who may be at risk and take appropriate action.

At WCCS, we believe:

We will endeavour to safeguard children and young people by –

- Adopting child protection guidelines through a code of behaviour for staff and safeguarding training for volunteers.
- Sharing information about child protection and good practice with parents, staff and teachers.
- Having a clear procedure for reporting allegations or abuse, sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment.
- Providing effective management for staff and volunteers through support and training.
- Following set rules regarding photography and filming.

## 2. Code of Behaviour

It is the policy of WCCS to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm. We are committed to creating a safe environment in which young people can feel comfortable and secure while engaged in our lessons and workshops. Personnel should at all times show respect and understanding for an individual's rights, safety and welfare.

All volunteers (i.e. teaching or school operation admin staff) should be committed to:

- Treating children and young people with respect and dignity.
- Valuing each child and young person.
- Encouraging our students to develop.
- Provide an example, which we would wish others to follow
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Respect a young person's right to privacy

### Physical Contact

Volunteers should never

- Engage in sexually provocative or rough physical games, including horseplay.
- Do things of a personal nature for a child or a young person that they can do for themselves.
- Allow, or engage in, inappropriate touching of any kind

### 3. Procedure for Reporting Allegations or Suspicions of Abuse

WCCS has the following procedures in place to help any child who appears to be at risk or appears to be the victim of abuse.

If a member of staff suspects either physical, sexual, emotional abuse or neglect of a child at WCCS, then this should be reported to the Headteacher, where the information will be recorded and appropriate actions will be taken.

If a child reports either physical, sexual, emotional abuse or neglect to a member of staff, then this information should be recorded and reported to the Headteacher, where appropriate action will be taken. We will provide help and support where necessary.

In any case where an allegation is made, or someone at WCCS has concerns, a record should be made. Details must include, as far as practical:

- Name of child or young person
- Age
- Home Address
- Date of Birth
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- What has prompted the concerns? Include dates and times of any specific incidents
- Has the child or young person been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc
- Has anyone else been consulted? If so, record details
- Action taken

If the Headteacher deems it necessary to contact authorities, we will seek advice and guidance from the [Hertfordshire Safeguarding Children Partnership](#) for details and guidance.

[NSPCC Help line](#) Tel: 0800 800 500 – 24 hours, Freephone

[Childline](#) Tel: 0800 1111 - Freephone

#### Disclosure

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
- Listen to the child, rather than question him or her directly.
- Offer the child reassurance without making promises, and take what the child says seriously.
- Allow the child to speak without interruption.
- Accept what is said – it is not your role to investigate or question.
- Remain calm.
- Alleviate feelings of guilt and isolation, whilst passing no judgement.

- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event.
- Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
- Contact the WCCS Designated Persons for advice /guidance
- The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- Record any discussions or actions taken within 24 hours.

## 4. Suitability of Volunteers

### Safe Staffing - DBS checks

In addition to assessing the skillset of a new volunteer for a specific role, whether it is in the teaching service or general school operation, we will undertake an Enhanced DBS check with Hertfordshire County Council.

## 5. Health and Safety

### Fire Safety

All staff are aware of the location of the fire exits and the fire assembly point. A planned evacuation exercise will take place at least once a year to ensure all individuals understand the evacuation procedure.

### Supervision Ratios

Class sizes at WCCS are maximum 20 pupils. Children in the lower year groups, age below 10 are supervised by at least two adults.

### Data Protection

As per Keeping Children Safe in Education 2025; the Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping pupils safe. If in any doubt about sharing information, colleagues should speak to any member of the Designated Safeguarding Lead team. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of pupils.

### Visitors to the School

All volunteers at WCCS must wear their lanyard at all times when on the school premises. Visitors with pre-arranged appointments will be supervised by a member of staff during their visits. No unauthorised / unsupervised individuals will enter the classrooms.

### Photography / Digital Media

Taking photographs of pupils (single or group photos) without seeking permission from parents or Headteacher are not permitted. Anyone with any complaints about images posted on the website can speak to the Headteacher and the images will be removed. Watford Chinese Community School does not own any social media accounts, all school related information, updates and events are published on our official website: <https://http://watfordchineseschool.co.uk/>.

## 6. Staff Training and Governance

### Staff Training

Each member of staff (i.e. regular and ad-hoc supply volunteers) will receive a copy of the school's Child Protection Safeguarding policy. Staff Training takes place before the commencement of each school year. In addition, two staff meetings are held during the school year. The purpose is to allow teachers time, outside lesson time to focus on training in the latest policy and procedure updates.

All staff at WCCS will receive Safeguarding Child Protection Training once they become a regular volunteer and a biannual refresher training to keep their knowledge and skills relevant and where necessary, take advice and guidance from a child protection specialist.

### Classroom Observations

Headteacher and / or Advisory Teacher regularly carry out classroom observations to ensure teachers receive valuable feedback, to identify their strengths and weaknesses, to ensure all volunteers follow the latest procedures and policies, to support colleagues wherever is needed.

### WCCS Designated Safeguarding Lead (DSL)

Peony Hutchinson (Headteacher) and Katie Woo (Deputy Headteacher)

The designated safeguarding team is expected to work with the others to:

- provide support and guidance to all staff at WCCS if / when a member of staff raises any suspicions / concerns towards safeguarding and child protection;
- act as the main point of contact within the school for relevant external agencies in connection with any welfare issues;
- ensuring that correct and comprehensive reporting procedures are in place for raising and managing safeguarding and child protection concerns.

## 7. References

[Watford Grammar School for Boys Safeguarding](#)

[The DfE Code of Practice for Out-of-School Settings 2023](#)

[Hertfordshire Safeguarding Children Partnership](#)