



Charity No. 1157350

Mingham Modern Chinese Language School

明翰现代中文学校

## Child Protection Policy

All children have a right to protection and the needs of disabled children and others who may be particularly vulnerable will be especially considered.

Mingham Modern Chinese Language School(MMCLS) undertakes a duty of care to safeguard all children, with whom we are involved, from harm.

A child is defined as a person under the age of 18 (The Children Act 1989).

### 1. Purpose of the Policy

This policy applies to all of staff, volunteers and trustee members in the school. The aim of the MMCLS Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of the organisation;
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.
- Allow all staff and volunteers to make informed and confident responses to specific child protection issues.

### 2. Definitions

Definition of child protection: Child protection is the process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect. It involves measures and structures designed to prevent and respond to abuse and neglect. 11 Jan 2016

Definition of safeguarding: 'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.' [7]

#### Neglect

Neglect is the persistent failure to meet a child's physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.



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### Physical Abuse

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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person 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 non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production or, pornographic material watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### Emotional Abuse

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 that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children 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, though it may occur along

## **3. Training**

- Staff to attend a recognized child protection awareness training workshop, in order to ensure their practice is of the highest standard.
- Volunteers to be informed of child protection awareness factors by staff members.
- Relevant personnel to receive advisory information outlining good practice and informing them of required action if they have concerns about the behavior of an adult towards a young person.
- Relevant personnel to gain First Aid training (where necessary).
- Staff and volunteers to attend training updates as recommended.

## **4. Dealing with Cases of Abuse**

If a child indicates that he or she is being abused or information is obtained which causes concern that the child is being abused, the teacher receiving the information must:

- React calmly so as not to frighten the young person
- Tell the child that she/he is not to blame and reassure her/him that it was right to talk about it
- Take what child says seriously, recognizing the difficulties inherent in interpreting what is said by a child who has a communication impairment and/or differences in language
- Keep questions to the absolute minimum necessary to ensure a clear and accurate understanding of what has been said; if questions are necessary, ask open questions



- Make a record of what has been said, heard and/or seen and sign and date the record and report it to the headteacher
- HT can report to Birmingham Safeguarding Children's Board if serious safeguarding issue happens at school

### 5. 5. Recording and Monitoring

5.1 Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given be recorded verbatim where possible and note made of location and description of injuries seen.

5.2 All child protection documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the Headteacher and designated teacher. The Data Protection Act 1998 provides that child protection records be exempt from disclosure where this would not be in the interests of the child. These records clearly marked: Confidential – Child Protection.

<input type="checkbox"/>	Sexual	<input type="checkbox"/>	Category of concern
<input type="checkbox"/>	Emotional	<input type="checkbox"/>	Physical
<input type="checkbox"/>	Hypertension	<input type="checkbox"/>	Neglect
<input type="checkbox"/>	Other	<input type="checkbox"/>	Domestic Violence
		<input type="checkbox"/>	Bullying



## Child Protection: Initial Report Form

This form is to be completed for any incident, complaint, observed behaviour, activity or concern that would suggest a young person/service user (0-18 years) may be in need of safeguarding support services. **Section 1:**

**This section is to be completed by the person identifying the concern**

**Class**

**Name**

**Address**

**postcode**

**Date of incident/concern arising**

**Details of child who is subject of concern**

**Name**

**Date of Birth**

**Parental responsibility**

**Names and details of other people involved in the incident**

**Details of incident and brief statement of concern: (to include information from the children and/or the person reporting the incident/concern)**

**Telephone Number**

**Time of incident /concern**

**Address incl postcode  
Ethnicity**

**Immediate action taken/needed:**

**Analysis of concern (what are the short/long term implications to the children of this concern?):**

**Category of concern**

**Physical**

**Neglect**

**Domestic Violence**

**Bullying**

**Sexual**

**Emotional**

**Harassment**

**Other**

**Action taken as a result of concern (to include immediate actions):**



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Reviewed : May 2018

Next due for review: September 2019

This document is proved on meeting below & signed:

Name	Position	Signature	Date
Xin Zhou	Quality Assurance		08/07/18
Hui Gong	Public Relations & Policy		
Xiaodi Liang	Parents committee chairperson and Fundraising		08/07/2018
Shuxia Zhao	Chair		08/07/18
Fangmin Shi	IT		08/07/2018
Yongyi Zhang	Health & Safety		08/07/2018
Jing Wang	Secretary		8/7/2018
Ling Zhang	HR		8/7/2018
Haiyan Zhang	Treasurer		08/07/2018

