



ZHUHAI
International School

Child Protection Policy

Review Period: annually

Reviewed by: ZIS Senior Leadership Team and Child Protection Officer

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I. Overview

This policy document was written through the collaborative efforts of the Learning Services team, IB coordinators, teachers and administrators with feedback from parents. In writing this policy, the team consulted the Ethical Standards for the Teaching Profession produced by the Ontario College of Teachers as well as the resource "Developing Child Protection Policies and Procedures" found on the website for the International Centre for Missing & Exploited Children. Finally, as ZIS is an IB World school, the team also consulted the IB Standards and Practices.

This policy is reviewed annually under the guidance of the Head of School.



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All teaching staff complete the Child Protection for International Schools course produced by Educare (or similar). Such training allows the teaching staff to have a common language and understanding regarding Safeguarding and Child Protection and led to the appointment of a Child Protection Officer on campus. This policy is also presented to teachers and non-teaching staff in an in-school training session.

This policy is made available to all current and future stakeholders through the school website.

Who we are

Zhuhai International School (ZIS) educates students aged 3-18 from around the world. Founded in 2007, it has maintained a family-oriented atmosphere. While a sizeable portion of our students have spent much of their childhood in the country, they hold passports from other nations. Students enter ZIS with a range of needs, cultural backgrounds, family dynamics and perspectives.

The ZIS Child Protection Policy outlines the necessary components of the environment needed for students to live out the school's mission statement:

At ZIS we strive to develop dynamic and principled global citizens who have the skills and attitudes to enable them to become compassionate, life-long learners who will contribute positively to the future of our world.

II. Policy Aims

1. Outline our commitment to the rights of the child
2. Outline the scope of practices considered in protecting children
3. Define terms, responsibilities and procedures in child protection
4. Outline actions
5. Outline safe working practices
6. Provide further resources
7. Outline comprehensive procedures for recognizing, reporting, and responding to child protection concerns
8. Provide guidance on online safety and digital safeguarding
9. Strengthen staff training requirements and safer recruitment practices

III. Our Commitment

The safety of the child is always our prime consideration. ZIS believes, as stated in the Convention of the Rights of the Child, "that childhood is entitled to special care and assistance." Furthermore, ZIS agrees that ~~"the child, by reason of his physical and mental immaturity, needs special safeguards and care, including~~



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appropriate legal protection, before as well as after birth." (UNICEF 2003) Therefore, our school must ensure that the whole community is committed to protecting those children under our care.

We recognize that child safeguarding means caring for children appropriately and protecting them from anything which is not in their best interests. It includes health and safety, child protection and pastoral care, recognizing that children depend on adults for their safety and well-being. All school policies and procedures are written with this responsibility in mind.

ZIS is committed to:

- The prevention of abuse and to the well-being of members, children, young people, vulnerable adults and their families.
- Always acting in the best interest of the children, young people and vulnerable adults to whom it provides a service.
- Dealing with abuse, suspected abuse or disclosure of abuse in a timely fashion.

ZIS recognises that the family's primary role in caring and protecting the child should be valued and maintained. However, the child's safety and wellbeing should have priority.

ZIS acknowledges that in cases of suspected child abuse, support for families is important.

ZIS agrees that working in accordance with this policy requires staff to be trained and supported. Students must be educated of this policy in an age-appropriate manner to enable their self-advocacy. Parents are introduced to this policy through training and written communications.

ZIS will ensure that any disclosures about alleged abuse are acknowledged and that appropriate action taken to ensure the safety of children who make disclosures.

ZIS is committed to complying with all relevant legislation.

IV. Scope and Practices

This policy applies to all students registered at ZIS, and to those with whom personnel come into contact in the course of their work with our school. It applies to staff, volunteers and management of ZIS. It also



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applies to any contracted personnel providing support services to families and members, and to those providing support services to staff.

This policy should be considered alongside all school policies, notably:

- Safeguarding Policy
- Data Protection Policy
- Health and Safety Policy
- And the ZIS Emergency Plan

This policy should be delivered annually through training to these ZIS stakeholders:

- New members of the ZIS School Board
- All members of ZIS Teaching Staff and ZIS Non-Teaching Staff
- All support and ancillary staff employed by the school

Parents and students should be educated in the application of this policy.

a. Definitions

A child: is defined as anyone under the age of 18. At ZIS, any student in our care (whether under 18 or not) is included in these definitions and afforded the same rights and protections.

Staff: anyone employed directly by or volunteering for ZIS as well as staff and volunteers of partner organisations whilst they are working with children and young people in the care or supervision of ZIS.

Child Protection: "preventing and responding to violence, exploitation and abuse against children – including commercial sexual exploitation, trafficking, child labour and harmful traditional practices, such as female genital mutilation/cutting and child marriage." (UNICEF)

Child Protection: refers to the processes undertaken to protect children who have been identified as suffering or being at risk of suffering significant harm.

Abuse and Neglect: Child abuse is the harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person.



Types of Abuse:

- Physical Abuse: non-accidental act on a child that results in physical harm.
- Emotional Abuse: persistent emotional ill-treatment of a child.
- Sexual Abuse: forcing or enticing a child or young person to take part in sexual activities.
- Neglect: persistent failure to meet a child's basic physical and/or psychological needs.

b. Responsibility and Child Protection Officer

The person who holds the responsibility for child protection, and therefore this policy, within ZIS is the Head of School. The Child Protection Officer (appointed by members of staff) works with the Head of School and the other divisional Heads to ensure that the children who attend ZIS are safe and secure.

All staff have a responsibility to protect children from harm.

The Child Protection Officer of Zhuhai International School is [Name].

Detailed responsibilities of the Child Protection Officer:

- Act as a source of support, advice, and expertise for all staff on child protection matters
- Liaise with relevant agencies and ensure appropriate information is shared
- Keep detailed, accurate, and secure records of concerns and referral
- Organize and deliver child protection training for all staff
- Ensure the child protection policy is reviewed annually, and procedures and implementation are updated and reviewed regularly

V. Child Protection Procedures

Follow these steps when a case of abuse is reported.

1. Respond: Respond to the concern. Reassure the person who has given you the information. Or, when abuse is suspected, respond to these concerns.



- 2. Record:** Record all information. Remember to distinguish between fact and opinion.
- 3. Consult:** Consult with the Child Protection Officer (or, in case of absence, a member of the SLT) along with this policy.
- 4. Report:** Reporting and follow-up will be carried out by the Child Protection Officer and the Head of School.

Should there be dissatisfaction with how the Head of School (or, in case of absence, another Head) follows policy, staff and/or parents are to raise this with the Senior Management Team.

When there is an allegation brought forward against someone closely associated with a member of staff, these procedures should be followed.

The Child Protection Officer of Zhu Hai International School is **Esther Hockey**

When there is an allegation of abuse against the Head of School, the Chair of the School Board should be notified through the on-site Board Representative.

NB: Low Level Concerns are to be reported to the Head of School.

Responding to Disclosures

If a child discloses abuse:

- Listen calmly and take the child seriously
- Do not promise confidentiality
- Do not ask leading questions
- Reassure the child they have done the right thing by telling you
- Inform the CPO immediately
- Record the disclosure in the child's own words as soon as possible

CONFIDENTIALITY and INFORMATION SHARING

ZIS recognises that all staff must act within the legal requirements set by the Peoples Republic of China. ZIS will respect the requirements

related to the sharing of information needed to protect children and enable other people to carry out their legitimate functions. In general, staff

will not share information if they believe that by doing so this will endanger the child.

ZIS encourages the sharing of information when appropriate steps have been taken



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Information sharing will be restricted to those who have a need to know in order to protect children.⁷

When a staff member is contacted for information that staff member must first refer to their Head for clearance before providing the information.

Information will only be given after the staff member has identified the person making the request, the actual purpose of the request, what

use the information will be put to, and who will see the information.

A child's records will be kept as factual as possible, and nothing will be recorded as fact without evidence to back it up.

a. Recognizing Signs of Abuse and Neglect

All staff should be aware of the signs of abuse and neglect. These may include:

Physical Abuse:

- Unexplained bruises, burns, or marks
- Fear of physical contact or flinching
- Wearing inappropriate clothing to cover injuries

Emotional Abuse:

- Excessive fear of making mistakes
- Extreme withdrawal or aggressiveness
- Sudden speech disorders

Sexual Abuse:

- Age-inappropriate sexual knowledge or behavior
- Reluctance to change clothes for activities
- Chronic pain, particularly in the pelvic area

Neglect:



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- Constant hunger or stealing food

- Poor personal hygiene
- Untreated medical conditions

Staff should be aware that abuse can present differently in children with disabilities or from different cultural backgrounds. Case studies illustrating subtle signs of abuse will be provided during staff training.

b. Online Safety and Digital Safeguarding

ZIS recognizes the importance of online safety in child protection. Specific measures include:

- Educating students about online risks and responsible internet use
- Implementing robust filtering and monitoring systems on school networks
- Providing guidelines for safe online interactions between staff and students
- Clear procedures for reporting online safety concerns

Staff should be particularly alert to the risks of online grooming and cyberbullying. Any concerns about a child's online activities should be reported to the CPO immediately.

VI. Managing Allegations Against Staff

Any allegation that a member of staff has behaved in an inappropriate or unsafe way will be taken seriously and handled in an appropriate manner that ensures the child's safety.

ZIS will respond to suspicions and allegations of child abuse by a member of staff in a manner which best ensures children's or young persons' immediate and long-term safety and will treat suspicions or allegations against a staff member with the same seriousness as suspicions or allegations made against any other person.



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ZIS will not act alone and will refer all suspected situations of child abuse to local authorities.

The safety of the child will be the primary consideration, and no person in this organisation will collude to protect an adult or an organisation.

Allegations will be treated in such a way that the rights of adults and the stress upon the staff member are also taken into consideration.

When abuse is suspected or an allegation made against a staff member, the first consideration will be to ensure the safety of child.

When abuse is suspected, staff will follow the process for Responding to Suspected Child Abuse included in this policy.

When there are suspicions of abuse by a staff member, both staff and children's rights are to be attended to. This means that the safety of the child is of first concern, and that the staff member must have access to legal and professional advice.

The person managing the child abuse issue will not be the same person as that managing the employment issue. The Head of School must manage the employment issue, therefore another Head must manage the child abuse issue.

The suspected staff member (or volunteer) will be prevented from having further unsupervised access to children during any investigation and will be informed fully of their rights.

Staff will declare to a senior person any situation where there could be a conflict of interest, and provision made on a case-by-case basis about who will handle the process.

The Child Protection Officer must immediately ensure that the suspected individual does not have any contact with the child making the allegation. A risk assessment must be undertaken to determine what level of access, if any, that person should have, to other children.



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If the police decide to undertake a criminal investigation, then the member of staff may be suspended, without prejudice, as a precautionary measure. It is important that no internal investigation is undertaken, and no evidence gathered that might prejudice the criminal investigation.

If ZIS is aware that a member of staff it has placed on precautionary suspension also works with children for another organisation, either as an employee or a volunteer, it should ensure that the other organisation is informed of the suspension and the subsequent outcome.

If there is insufficient evidence to pursue a criminal prosecution, then a disciplinary investigation may still be undertaken if there is "reasonable cause to suspect" that abuse may have occurred. The allegation may represent inappropriate behaviour of poor practice by a member of staff which needs to be considered under internal disciplinary procedures.

VII. Safe Working Practices

In all organisations there is a need for high standards of staff behaviour in order to protect children from abuse and at-risk situations, and to protect staff from unwarranted suspicion.

ZIS believes that as far as possible, staff working with children and families should keep their personal and professional lives separate; it does not encourage close personal relationships or care-taking activities outside the work environment.

All members of staff, whether paid or voluntary, are expected to follow guidelines that clarify appropriate behaviour. ZIS will review these regularly with staff to ensure that the guidelines meet the needs arising from ever-changing environments and situations.

All staff are to have a clear understanding of, and to agree to the Child Protection Code of Conduct (located in Appendix 1).

Staff are to inform their senior manager of any existing relationships with members, students, clients or their families which could constitute a conflict of interest or place the staff member in a position of compromise.



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Staff are to inform their senior manager of any potential situations of possible compromise or conflict of interest that arise as part of their work.

No staff member is to enter into any relationship with a child, young person or family, which could mean that any other section of this policy is compromised.

Refer to Safe Working with Children Guidance (Appendix 2) for more information.

VIII. Staff Training and Safer Recruitment

Staff Training:

All staff will receive annual child protection training that includes:

- Signs and symptoms of abuse and neglect
- Procedures for reporting concerns
- How to handle disclosures from children
- Updates on current child protection issues

The CPO and deputy CPO will receive additional, specialized training to fulfill their roles effectively.

Safer Recruitment:

ZIS is committed to safer recruitment practices to ensure all adults working with our students are suitable.

Our process includes:

- Thorough background checks and reference verification
- Gaps in employment history are explored
- Interview questions specifically addressing child safety
- Checking against international child protection databases where possible
- Clear child protection expectations in all job descriptions



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All new staff receive comprehensive child protection induction training before beginning work with students.

IX. Policy Review Process

This policy document will be reviewed annually to ensure that it is both current and relevant to the changing needs and dynamics of the school. After each review, the policy document will be shared with staff through Staff Orientation as well as division meetings devoted specifically to Child Protection.

The review process will:

- Analyze child protection data to inform updates
- Consult with staff, students, and parents
- Consider the latest research and best practices in child protection
- Measure the policy's effectiveness through defined child safety outcomes

Updates to the policy will be communicated to all stakeholders through staff meetings, parent newsletters, and student assemblies.

The appointment of the Child Protection Officer will also be revisited annually.

X. Resources

IN ZHUHAI

These services and individuals are available for support and consultation when dealing with any instances on child abuse in our city.

- Young Pioneers: a government agency providing security education, child protection and prevention of crimes against children. www.zhsw.gov.cn. (available in Chinese only)
- Women and Children's Services: part of the local communist party, they provide social services and advice including when an incident needs to be reported under Chinese Law as well as family counselling.

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- Mars Zhu: cofounder and psychological counsellor of the Zhuhai Yanwu Psychological Consultation Service Co.; on-site counsellor who works with students needing extra social/emotional support. 13750089974; gbtmars@gmail.com

OUTSIDE of ZHUHAI

These services and individuals are available for support and consultation when dealing with any instances of child abuse outside of Zhuhai – mainly in Hong Kong.

- LIH Olivia's Place: based in Shenzhen, this organization offers a wide variety of services used by our SEN specialists to support our exceptional students; provides Psychology Services that include child and family therapy. <http://www.oliviasplace.org/therapy-services/psychology-services/>; contact Rebekah Luo at: Rebekah.luo@lih-oliviasplace.com
- Castle Peak Hospital: child and adolescent psychiatric services in Hong Kong; will accept patients from the Pearl River Delta region through general referrals; government run hospital. (+852) 2454 5871 (Mon-Fri 9am-5 pm)
- Dr. Anna Lam (Lim and Lam CAMH centre): child and adolescent psychiatric services in a number of languages; HK, UK and US Board Certified psychiatrists; can recommend treatment protocol. (+852) 2804 6268 www.llmc.com.hk

ON-LINE

- The Internet Watch Foundation: aims to eliminate online sexual abuse. They help to remove online content that makes the internet unsafe; illegal and inappropriate online material can be reported on this site. <https://www.iwf.org.uk/>

SUPPORTING DOCUMENTS

The following documents provide additional guidance about ZIS policy and procedures that link directly to Child Protection policy and practices:

- ZIS SEN Policy
- ZIS Admissions Policy



1: Child Protection Code of Conduct

2: Safe Working Practices with Students Guidance

Remember, safeguarding and protecting children is everyone's responsibility. If you have any concerns, no matter how small they may seem, it is vital that you report them following the procedures outlined in this policy.

APPENDIX 1:

ZIS Child Protection Code of Conduct

I, _____ [name], as an employee of Zhuhai International School, agree to abide by the following code of conduct as outlined in the school's Child Protection Policy:

- I will always treat all students with dignity and respect.
- I will not engage in any form of child abuse, including physical, verbal, emotional, sexual abuse or corporal punishment.

- I will avoid situations where I am alone with a child. If this is unavoidable, I will keep the door open and ensure another adult is notified.
- I will not develop any 'special' relationships with children that could be seen as favouritism or grooming behaviour.
- I will not engage in any inappropriate physical or verbal contact with students.
- I will not discriminate against, show differential treatment towards or favour any student.
- I will respect children's rights to privacy and confidentiality unless I have concerns for their safety.
- I will not exchange personal contact details or conduct private communications with students through texting, social media, or other digital platforms.
- I will not accept gifts from students without approval from school leadership.
- I will adhere to school guidelines regarding student privacy and supervision during school trips and travel.
- I will immediately report any suspected child abuse or unsafe practices by other school staff to the Child Protection Officer (CPO) or Head of School.
- I will cooperate fully with any school investigation into concerns or allegations.
- I will report any arrests, convictions or investigations related to child abuse to the CPO or Head of School.



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- I will maintain the confidentiality of child protection matters, investigations or reports. Reporting

Procedures:

- I understand that all school staff have a duty to report any concerns, suspicions, or allegations of child abuse immediately to the CPO or Head of School.
- If the concern, suspicion, or allegation involves the CPO, I will report to the Head of School. If it involves the Head of School, I will report to the CPO.
- I agree to report any observation of inappropriate behaviour to the CPO/Head of School, even if it does not reach the threshold of abuse.
- I understand that information related to concerns or reports of child abuse should remain confidential between me, the CPO, and the Head of School, and should not be shared with other staff, students or parents.
- I agree to cooperate fully and confidentially in any internal or external investigation into reported incidents.
- I will not investigate any suspicions, concerns or allegations of abuse and will follow reporting procedures.
- I understand that failure to report or comply with school procedures violates this Code of Conduct.

I confirm that I have read and agree to comply with the school's Child Protection Policy. I understand my legal and ethical obligations in working with children. I affirm my commitment to maintaining a safe environment for all students at Zhuhai International School.

Name: _____

Signed: _____

Date: ____/____/____

APPENDIX 2:

SAFE WORKING PRACTICES WITH STUDENTS - GUIDANCE

Summary:

This section sets out to provide clear guidance on safe ways of working. These situations are general and varied, and do not cover every eventuality.

All adults who work with children have a responsibility to safeguard and promote their welfare. No guidance can provide a complete checklist of what is, or is not appropriate behaviour for adults in all circumstances. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge. Such judgements should



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always be recorded and shared with a member of the senior management team and with the parent or carer. In undertaking these actions individuals will be seen to be acting reasonably.

A. RESPONSIBILITY OF STAFF

Power and Positions of Trust

A relationship between an adult and a child or young person is not a relationship between equals. There is potential for exploitation and harm of vulnerable young people. Adults therefore have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Adults should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential.

Confidentiality

Adults may have access to confidential information about children in order to undertake their everyday responsibilities. This may be highly sensitive and private information. Care and consideration must be taken with the sharing of information. It is important that if a child is at risk of, or suffering, abuse then that information is passed to the appropriate person to take action.

Sharing Concerns and Reporting Incidents

As adults, we acknowledge our individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

As individuals we must be aware of ZIS' process for reporting incidents, including concerns that staff may have about colleagues or other professionals. Staff are to self-report any situations that occurred that in hindsight might be viewed as inappropriate.

It is essential that accurate and comprehensive records are maintained wherever concerns are raised about the conduct or actions of adults working with or on behalf of children.

B. COMMUNICATION INCLUDING THE USE OF TECHNOLOGY

All interactions with children and young people need to be carefully considered and planned for as to how these may occur in a way that reduces potential risk to children. As adults, we should clearly understand the need to maintain appropriate professional boundaries in their communication with children, and expectations around boundaries need to be firmly established to provide guidance to adults. These situations include communicating with children at work, at home, in public settings and through the use of mobile technology and social media. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, webcams, websites and blogs.



Children are at increased risk of sexual abuse and exploitation where adults can gain access to children and young people in a setting that is not open to casual observation by other adults. As adults we should also be circumspect in our communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming.

Photography & Video Images

Working with children may involve the taking or recording of images. Informed written consent from parents or carers and agreement, where possible, from the child or young person, should always be sought before an image is taken for any purpose.

One-to-One Situations

It is not realistic to state that one-to-one situations should never take place. ZIS recognizes that one to one situations have the potential to make child/young person more vulnerable to harm by those who seek to exploit their position of trust. Adults working in one-to-one settings with children may also be more vulnerable to unjust or unfounded allegations being made against them. When one-to-one situations are unavoidable or planned, reasonable and sensible precautions must be taken. Reasonable precautions include meeting in with an open door and meeting in a highly visible space.

Parents and guests must never be alone with any student, must avoid touching or getting too close to children, and must not ask a child for any contact details.

C. PHYSICAL INTERACTION WITH CHILDREN

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, but it is crucial that they only do so in ways appropriate to their professional role.

When physical contact is made with a child this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

Children and Young People in Distress

There may be occasions when a distressed child needs comfort and reassurance and this may involve physical contact. Young children, in particular, may need immediate physical comfort, for example after a fall, separation from parent etc. Adults should use their professional judgement to comfort or reassure a child in an age-appropriate way whilst maintaining clear professional boundaries.

Behaviour Management and Physical Intervention



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There are circumstances in which adults working with children displaying extreme behaviours can legitimately intervene by using either non-restrictive or restrictive physical interventions.

The use of physical intervention should, wherever possible, be avoided. It should only be used to manage a child or young person's behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances. When physical intervention is used it should be undertaken in such a way that maintains the safety and dignity of all concerned.

The scale and nature of any physical intervention must be proportionate to both the behaviour of the individual to be controlled and the nature of the harm they may cause. The minimum necessary force should be used and the techniques deployed in line with recommended policy and practice.

Other activities that require physical contact

Some adults who work in certain settings, for example sports, drama or outdoor activities or teach specific subjects such as PE or music, will have to initiate some physical contact with children, for example to demonstrate technique in the use of a particular piece of equipment, adjust posture, or perhaps to support a child so they can perform an activity safely or prevent injury. Such activities should be carried out in accordance with professional judgment, training, and best practice.

Sexual contact

All adults are expected to clearly understand the need to maintain appropriate boundaries in their contacts with children. Intimate or sexual relationships between children/young people and the adults who work with them will be regarded as a grave breach of trust. Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is also unacceptable.

Any sexual activity between an adult and the child or young person with whom they work may be regarded as a criminal offence and will always be a matter for disciplinary action.

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child and manipulate that relationship so sexual abuse can take place. Adults should be aware that consistently conferring inappropriate special attention and favour upon a child might be construed as being part of a 'grooming' process and as such will give rise to concerns about their behaviour.

D. INTIMATE CARE

Some job responsibilities necessitate intimate physical contact with children on a regular basis, for example assisting young children with toileting, providing intimate care for children with disabilities or in the provision of medical care. The nature, circumstances and context of such contact must comply with professional codes of practice or guidance and/or be part of a formally agreed plan, which is regularly reviewed. The additional vulnerabilities that may arise from a physical or



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learning disability should be taken into account and be recorded as part of an agreed care plan. The emotional responses of any child to intimate care should be carefully and sensitively observed, and where necessary, any concerns passed to senior managers and parents/carers.

All children have a right to safety, privacy and dignity when contact of a physical or intimate nature is required and depending on their abilities, age and maturity should be encouraged to act as independently as possible.

The views of the child should be actively sought, wherever possible, when drawing up and reviewing formal arrangements.

As with all individual arrangements for intimate care needs, agreements between the child, parents/carers and your organisation must be negotiated and recorded.

Personal care

Young people are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the children with whom they work.

First Aid and the administration of medication

Some children may need medication to be administered while in the care of your organisation. In circumstances where children need medication regularly a health care plan is maintained by the nurse to ensure the safety and protection of children and staff. With the permission of parents, children should be encouraged to self-administer medication or treatment including, for example any ointment, sun cream or use of inhalers.

When administering first aid, wherever possible, staff should ensure that another adult is present, or aware of the action being taken. Parents should always be informed when first aid has been administered.

E. WORKING WITH CHILDREN OFF-SITE

There may be occasions when work with children takes places outside of the normal work environment. This can be due to trips, camps, home visits or any number of reasons. Special care must be taken to ensure that safe practices are maintained.

The Use of Personal Space:



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No child or young person should be in or invited into, the home or vehicle of an adult who works with them, unless the reason for this has been firmly established and agreed with parents/ carers and a senior manager.

It is not appropriate for any organisation/service to expect or request that private living space be used for work with children.

Day Trips, After Hours Activities and Overnight Camp

Adults are expected to take particular care when supervising children on trips and outings, where the setting is less formal than the usual workplace. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Children, young people, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings must pay careful attention to ensuring safe staff/child ratios and to the gender mix of staff, especially on overnight stays.