

SAFEGUARDING AND CHILD PROTECTION POLICY

Including E-Safety

保障与儿童保护政策（涵盖电子安全）



HARROW
LITTLE LIONS
EARLY YEARS CENTRE
哈罗小狮幼教中心



HARROW
INTERNATIONAL
SCHOOL
HAIKOU



HARROW
INNOVATION LEADERSHIP
ACADEMY
哈罗礼德学校
HAIKOU 海口

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Section 1: Introduction and Context

第一部分：引言和背景

1.1: Harrow International School Haikou and Harrow Innovation Leadership Academy safeguarding philosophy and vision 海口哈罗国际学校和哈罗礼德学校保障理念和愿景

Harrow International School Haikou and Harrow Innovation Leadership Academy (hereafter, HIS and HILA) unique philosophy is 'Educational Excellence for Life and Leadership'. This drives the school's mission of ensuring that students are supported and empowered to achieve their academic and personal potential. The foundation for enabling this to be realized is our strong commitment to ensuring the highest standards of safeguarding and our active promotion of the welfare of children and young people. Safeguarding is a key component of the ethos of the school and there is an expectation that all stakeholders in our school community share and understand this commitment.

海口哈罗国际学校（下称HIS）和哈罗礼德学校（下称HILA）的独特理念是“育以至善，卓以领航”。这驱动了学校的使命，即确保学生得到支持并依此实现他们的学术和个人潜力。实现这一目标的基础是我们坚定承诺确保最高标准的保护，并积极促进儿童和青少年福利。保障是学校精神的一个关键组成部分，并期望我们学校社区的所有利益相关者均能分享并理解这一承诺。

HIS and HILA fully recognise their moral and statutory responsibility in China as well as meeting international standards to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that receive effective support, protection and justice.

HIS和HILA充分认识到他们在中国的道德和法定责任以及应符合国际标准，以保障和促进所有儿童的福利。我们努力提供一个安全和温馨的环境，让儿童受到尊重和重视。我们对虐待和忽视的迹象保持警惕，并遵循我们的程序以确保获得有效的支持、保护和正义。

HIS and HILA philosophy and vision are aligned with those of the United Nations Convention on the Rights of the child (UNCRC). Central to this is the acknowledgement that every child has basic fundamental rights. These include the right to:

HIS 和 HILA 理念和愿景与《联合国儿童权利公约》（UNCRC）相关条款相符合。这一点的核心是承认每个孩子都有基本的基本权利。这些权利包括：

- **life, survival and development**
生命权、生存权和发展权
- **protection from violence, abuse or neglect**
防止暴力、虐待或忽视
- **an education that enables children to fulfil their potential**
让孩子能够发挥潜能的教育
- **be raised by, or have a relationship with, their parents**
受父母抚养或与父母建立关系
- **express their opinions and be listened to.**

表达意见并被倾听。

Therefore, the welfare of the child is paramount;

因此，儿童福利是至关重要的；

- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection;
所有儿童，不论年龄、性别、能力、文化、种族、语言、宗教或性别认同，均享有平等的受保护权利；
- All members of staff have equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm;
针对表示儿童可能有受到伤害风险的任何怀疑或披露，所有员工都有同等责任对此采取行动；
- Children and staff involved in child protection issues will receive appropriate support.
涉及儿童保护问题的儿童和员工将获得适当的支持。

This document outlines the various procedures we have implemented to make sure every child remains safe and happy. It applies to staff, volunteers and contractors working with pupils on school premises or away from the school on an activity, visit or other educational pursuit.

本文件概述了我们为确保每个孩子的安全和快乐而实施的各种程序。它适用于在校内或校外与学生一起进行活动、参观或其他教育活动的员工、志愿者和承包商。

This policy therefore complements and supports a range of other policies (e.g. Complaints, Safer Recruitment, Health and Safety). When undertaking development or planning of any kind, the School will consider safeguarding aspects. The School's safeguarding arrangements are inspected by the Council of International Schools standards. The School will conform to the National Minimum Standards for Boarding Schools in the UK.

因此，该政策补充并支持一系列其他政策（例如《投诉》、《更安全的招聘》、《健康和安

全》政策）。在进行任何形式的开发或规划时，学校将考虑保障方面。学校的保障安排依据国际学校协会（CIS）的标准进行检查。学校将符合《英国寄宿制学校的国家最低标准》的要求。

1.2: What is safeguarding? 保障的定义

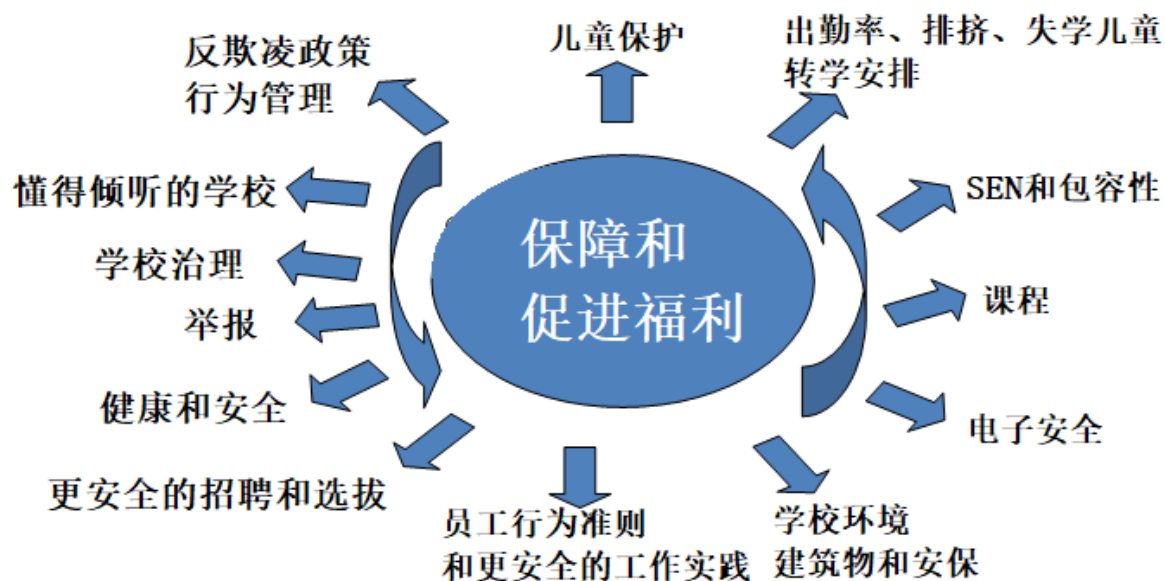
1.2.1: Key definitions 关键定义

Key Terminology 关键术语
<p>Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.</p> <p>保障和促进儿童福利是指保护儿童免受虐待、防止健康或发育受损、确保儿童在可提供安全有效的照料的环境中成长，并采取行动使所有儿童获得最好的结果。</p>

<p>Child protection refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.</p> <p>儿童保护是指为保护被确定为遭受或有遭受重大伤害风险的儿童而采取的程序。</p>
<p>Members of staff refers to all those working for or on behalf of the school, full time or part time, including contracted staff such as cleaners and kitchen staff, temporary or permanent, in either a paid or voluntary capacity.</p> <p>员工是指所有为学校或代表学校工作的全职或兼职人员，包括临时或永久的外包员工，如清洁工和厨房工作人员，且无论是以有偿服务或志愿者身份均涵盖在内。</p>
<p>Child includes everyone under the age of 18. However, our duty to promote the welfare and health and safety applies to all students in our care whether they are under or over the age of 18.</p> <p>儿童包括 18 岁以下的所有人。但是，我们促进福利、健康和安全的责任适用于我们照顾的所有学生，无论他们是 18 岁以下还是 18 岁以上。</p>
<p>Parent refers to birth parents and other adults who are in a parenting role, for example step-parents, guardians, foster carers and adoptive parents.</p> <p>父母是指亲生父母和其他扮演育儿角色的成年人，例如继父母、监护人、寄养看护人和养父母。</p>

1.2.2: Safeguarding at HIS and HILA HIS和HILA的保障





This includes: 这包括:

- ensuring pupil health and safety; 确保学生的健康和安全的;
- referring concerns or allegations about a child to the appropriate bodies promptly; 将有关学生的担忧或指控立即报告至适当的机构;
- bullying; 欺凌;
- all forms of abuse; 各种形式的虐待;
- harassment and discrimination; 骚扰和歧视;
- use of physical intervention; 使用物理干预;
- meeting the needs of pupils with medical conditions; 满足存在医疗状况的学生的需求;
- providing first aid; 提供急救;
- drug and substance misuse; 药物滥用;
- educational visits; 教育访问;
- intimate care; 贴身护理;
- internet safety; 电子安全;
- issues which may be specific to a local area or population, for example gang activity; and 当地或当地人群可能存在的问题, 例如帮派活动, 以及
- school security. 学校安保。

1.3: Designated Safeguarding Leadership Team 儿童保护负责团队

1.3.1: Designated Safeguarding Leadership Team at HILA: HILA内儿童保护负责团队:

Designated Safeguarding Lead 儿童保护负责人	Jo Evans Assistant Headteacher 助理校长	jevans@harrowhaikou.cn
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1.3.2: Safeguarding Committee Members 保障委员会成员

In addition to the DSL Team noted in 1.2, the following members of staff are sitting members of the safeguarding committee:

除了条款1.2中提到的儿童安全负责团队，以下员工是保障委员会的现任成员：

DDSL Boarding 指定的儿童保护负责人（副职）-宿舍: Hattie Milton

DDSL E-Safety 指定的儿童保护负责人（副职）-电子安全: Carlo Acosta

DDSL EY (EN) 指定的儿童保护负责人（副职）-小狮幼儿园（外方）: Meryl Fossey

DDSL EY (ZH) 指定的儿童保护负责人（副职）-小狮幼儿园（中方）: Selina Sun

DDSL PP (EN) 指定的儿童保护负责人（副职）-低年级学部（外方）: Angus Moore

DDSL PP (ZH) 指定的儿童保护负责人（副职）-低年级学部（中方）: Hailey Li

DDSL US (EN) 指定的儿童保护负责人（副职）-高年级学部（外方）: Bonnie Ward

DDSL US (ZH) 指定的儿童保护负责人（副职）-高年级学部（中方）: Lynne Li

The chair-person of the safeguarding committee is the Designated Safeguarding Lead, **Jo Evans**

保障委员会主席是儿童保护负责人Jo Evans。

1.3.3: Key safeguarding contacts: 关键保障联络人:

Kelly Wailes	Headmistress 校长	kwailes@harrowhaikou.cn
	Nominated Safeguarding Governor 任命的保障董事	Debra Price
EXTERNAL CONTACTS: 外部联络人		
Tim Gerrish OBE	International Child Protection Advisor 国际儿童保护顾问	tim@icpa.co.uk
Council of International Schools: Safeguarding 国际学校协会：保障		info@cois.org
Local Police Service Government Offices and Agencies 当地政策服务 政府办公室和政府机构		Contact via Chinese Principal 通过中方校长进行联络

1.4: Our safeguarding guiding principles 我们的保障指导原则

1.4.1: Core safeguarding principles 核心保障原则

The School's core safeguarding principles are: 学校的核心保障原则是:

- the School's responsibility to safeguard and promote the welfare of children is of paramount importance;
学校保护和促进儿童福利的责任是至关重要的;
- safeguarding children is everyone's responsibility. Everyone who comes into contact with children and families has a role to play in keeping children safe;
保护儿童是每个人的责任。每个与儿童及其家庭接触的人都应在保护儿童安全方面发挥作用;
- listening to Children and to all members of the community is fundamental to safeguarding and is in the best interest of the child
倾听儿童和社区所有成员的心声是保护儿童的根本, 符合儿童的最大利益;
- HIS and HILA schools are committed to a 'speak up culture' and believes in the notion that if you see something or sense something then you should say something – no concern is considered too small. If concerns are raised early then help can be provided at an early stage
HIS 和 HILA 提倡“畅所欲言”的文化, 并相信如果你看到某事或感觉到某事, 那么你应该说某事, 而无需顾虑你所提及的是否是件小事。如果提早提出问题, 那么就可以在早期阶段提供帮助;
- early indication that a child may need help is critical and a crucial part of our 'speak up culture'.
儿童可能需要帮助的早期迹象是至关重要的, 也是我们“畅所欲言”文化的重要组成部分;
- all staff must have the attitude of 'it could happen here' with regard to safeguarding.
所有员工在保障方面必须有“这里可能会发生”的态度;
- safer children make more successful learners;
更安全的学生在学习上会更顺利;
- representatives of the whole School community will be involved in safeguarding policy development and review; and
学校社区的代表将参与保障政策的制定和审查; 以及
- policies will be reviewed at least annually unless an incident or new legislation or guidance suggests the need for an interim review.
政策将至少每年审查一次, 除非发生意外或出现新的法规或指南表明需要进行临时审查。

1.4.2: Core operational principles 核心运营原则

- This policy applies to all students in the School policy but legally as some students will be 18 years and over they may be treated differently outside of school. Any student under the age of 18 will be regarded as a child for the purpose of this policy.

本政策适用于学校政策中涵盖的所有学生，但从法律上讲，有些学生年满 18 岁，他们在校外可能会受到不同的待遇。就本政策而言，任何 18 岁以下的学生都将被视为儿童；

- All staff have a responsibility for the implementation of this policy;

所有员工都有责任落实本政策；

- Any concerns regarding safeguarding and/or child protection must be reported using the safeguarding reporting procedure CPOMS as soon as practicable and within 6 hours.

任何有关保障和/或儿童保护的问题必须使用儿童保护上报程序CPOMS，并在6 小时内尽快报告；

- Any concerns where a child is at an immediate risk of harm or has disclosed abuse should be reported immediately to DSL or, when unavailable, a member of the DSL Team and followed up with a CPOMS Report as soon as practicable and within 6 hours.

任何有关儿童面临直接伤害风险或已披露的虐待行为的问题都应立即报告给儿童保护负责人，或在无法联系时向儿童保护负责团队成员报告，并在可行的情况下在6 小时内尽快跟进提交CPOMS 报告；

- If a crime has been committed, it should be reported to the DSL or, when unavailable, the DSL team immediately and followed up with a CPOMS Report as soon as practicable and within 6 hours.

如果已经发生犯罪行为，应立即向儿童保护负责人报告，或在无法联系时立即向儿童保护负责团队报告，并在可行的情况下在6 小时内尽快跟进提交CPOMS 报告；

- All staff must have read, completed an assessment on and act in accordance with Part One of the DfE Statutory Guidance *Keeping Children Safe in Education* (2019);

所有员工都必须阅读英国教育部（DfE）法定指南《保护受教育儿童的安全》（2019 年）的第一部分，并根据该条款进行评估和采取行动；

- All staff must know who the members of the Designated Safeguarding Leadership Team are;

所有员工都必须知道儿童保护负责团队的成员名单；

- All safeguarding and child protection concerns must be treated in the utmost confidence;

所有的保障和儿童保护问题的处理都必须进行最大程度保密；

- The DSL Team must report all concerns in line with the requirements of the People's Republic of China and in line with best practice as defined in the UK and through organisations such as CIS.

儿童保护负责团队必须根据中华人民共和国的要求、英国定义的最佳实践要求以及通过国际学校协会（CIS）等组织报告所有问题；

- Allegations of abuse in relation to adults must be dealt with in line with the associated

policy.

与成人有关的虐待指控必须根据相关政策进行处理。

1.5: Aims of the policy 本政策的目的

- To raise awareness of all school staff of the need to safeguard all children and of their responsibilities in identifying and reporting possible cases of abuse.
提高所有学校员工的相关意识，即对保护所有儿童的必要性以及他们在识别和报告可能的虐待案件方面的责任；
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
在学校内制定一个结构化的程序，并且学校社区的所有成员在涉嫌虐待的情况下都将遵循该程序；
- To provide all staff with the necessary information to enable them to meet their child protection responsibilities;
向所有员工提供必要的信息，使他们能够履行其儿童保护责任；
- To promote safe practices and challenge poor and unsafe practices.
促进安全的做法并质疑不良和不安全做法；
- To provide an environment where pupils feel safe, secure, valued and respected; confident to talk openly and sure of being listened to.
提供一个让学生感到安全、有保障、受到重视和尊重的环境；让学生有信心开诚布公地交谈，并确保被倾听；
- To demonstrate the School's commitment with regard to child protection to students, parents and other partners.
向学生、家长和其他合作伙伴展示学校在儿童保护方面的承诺。

There are seven main elements to our policy: 本政策包含七个主要内容：

1. Establishing a safe environment in which students can learn and develop; include in the curriculum activities and opportunities, which equip children with the skills needed to stay safe from abuse and will develop resilience and realistic attitudes to the responsibilities of adult life;
建立学生学习和发展的安全环境；包括开展相关课程活动和其他活动，使儿童具备免受虐待的所需技能，并培养学生对成年生活责任的适应力和现实态度；
2. Ensuring the governance of safeguarding and promotion of welfare is fully embedded within the school;
确保保障和促进福利的治理完全融入学校；
3. Raising awareness of child protection issues and ensuring staff, volunteers and contractors working at the school are fully aware of presenting issues and how to act in the event of concerns being raised;
提高对儿童保护问题的认识，并确保在学校工作的员工、志愿者和承包商充分认识到应提出问题以及在出现问题时如何采取行动；
4. Ensuring staff recruitment practice is safe and fully accords with the requirements of Keeping Children Safe in Education and CIS Standards so the school operate safe

recruitment procedures and makes sure that all appropriate checks are carried out on new staff and volunteers who will work with the children;

确保员工招聘的安全性，并且完全遵守《保护受教育儿童的安全》和国际学校协会标准的要求，以便学校执行安全的招聘程序，并确保对将与儿童一同工作的新员工和志愿者进行所有适当的审查；

5. Supporting pupils who are in need of protection or require additional help to achieve good outcomes.

支持需要保护或需要额外帮助以取得良好结果的学生；

6. Listening to the children in our care and ensuring that children know that there are adults in the School whom they can approach if they are worried or are in difficulty, as the ethos is one where children feel secure and are encouraged to talk, and are listened to;

倾听我们所照顾的孩子的心声，并确保孩子们知道学校里有成年人，如果他们担心或遇到困难，他们可以寻求帮助。这种风气可以让孩子感到安全、并被鼓励谈论以及可以被倾听；

7. Creating an open-culture where staff feel confident to speak-up whenever they have concerns about a child or a particular adult, and are aware of how and when to act on concerns that they have and work in a safe and appropriate manner at all times.

营造一种开放的文化，让员工在对儿童或特定成人有疑虑时有信心畅所欲言，并知道如何以及何时对他们的疑虑采取行动，并始终以安全和适当的方式开展工作。

1.6: Confidentiality and information sharing 保密和信息共享

HIS and HILA recognise that all matters relating to child protection are highly confidential. The Designated Safeguarding Leadership Team will share that information on a 'need to know, what, and when' basis. Concerns about individuals should never be discussed elsewhere, inside or outside the School unless in confidential meetings for that purpose.

HIS和HILA承认所有与儿童保护有关的事项都是高度机密的。儿童保护负责团队将基于“需要知道、什么事情和何时发生”原则分享这些信息。除非为此目的召开保密会议，否则不得在校内或校外的其他地方讨论相关个人事务。

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved but also to ensure that being released into the public domain does not compromise evidence. Members of staff should only discuss concerns with the DSL Team, the Head Mistress or Chair of Governors (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

所有员工都应了解儿童保护问题需要高度保密，这不仅是出于对所涉及的儿童和员工的尊重，而且也是为了确保流入公共领域的信息不会损害证据。工作人员只应与儿童保护负责团队、校长或董事会主席（取决于谁是问题的对象）讨论相关问题。然后，该人员将决定还有谁需要获得这些信息，他们将基于“需要知道”原则传播这些信息。

Child protection information will be stored and handled in line with GDPR principles (please see data protection policy). Information is:

儿童保护信息将根据通用数据保护条例 (GDPR) 中的原则进行存储和处理（详情请参阅《数据保护政策》）。信息是：

- processed for limited purposes; 出于有限目的而被处理；
- adequate, relevant and not excessive; 充分、相关且不过度的；
- accurate; 准确的；
- kept no longer than necessary; 保存不超过必要的时间；
- processed in accordance with the data subject's rights; and 根据数据对象的权利而被处理；以及
- secure. 安全的。

Child Protection Records and other written information will be stored in a locked facility and any electronic information such as on CPOMS will be password protected and only made available to relevant individuals.

儿童保护记录和其他书面信息将存储在上锁的设备中，任何电子信息（例如 CPOMS）都将受到密码保护，并且只提供给相关个人。

Every effort will be made to prevent unauthorised access, and sensitive information should not be stored on laptop computers, which, by the nature of their portability, could be lost or stolen. When members of staff write up safeguarding concerns on their laptops etc. once the files are sent to the DSL or logged on CPOMS they must be deleted from their email accounts and own computers.

将尽一切努力防止未经授权的访问，并且不应将敏感信息存储在笔记本电脑上，由于笔记本电脑的便携性，它可能会丢失或被盗。当员工在他们的笔记本电脑等设备上记录保障相关事务时，一旦文件被发送到儿童保护负责人处或登录 CPOMS 时，员工必须将他们的电子邮件帐户中和自己的电脑中的相关文件删除。

Child protection information will be stored separately from the child's and the file will be 'tagged' to indicate that separate information is held. Child protection records are normally exempt from the disclosure provisions of data protection. This means that students and parents do not have an automatic right to see them. If any member of staff receives a request from a student or parent to see child protection records, they will refer the request to the Head Master. In line with best safeguarding practices, data protection does not prevent the DSL from sharing information with relevant agencies/future schools, where that information may help to protect a child.

儿童保护信息将与儿童其他信息分开存储，文件将被“标记”以表明信息被单独保存。儿童保护记录通常不受数据保护的披露条款规定的约束。这意味着学生和家長没有自动查看这些信息的权利。如果任何员工收到学生或家長需要查看儿童保护记录的请求，相关员工会将请求转交至校长。根据保障的最佳做法，当信息可能有助于保护儿童时，数据保护不会阻止儿童保护负责人与相关机构/未来学校共享这些信息。

1.7: Key safeguarding policy links 关键保障政策链接

Throughout this policy we refer to the following policies: 本政策中，我们所提及政策的具体链接如下：

- [Keeping Children Safe in Education](#) (DfE, 2019)
《保护受教育儿童的安全》（英国教育部，2019年）
- [The Education \(Independent School Standards\) Regulations](#) (DfE, 2014)
《教育（独立学校标准）条例》（英国教育部，2014年）
- [The Education Act](#) (DfE, 2002)
《教育法案》（英国教育部，2002年）
- [The Non-Maintained Special Schools Regulations](#) (DfE, 2015)
《非公立特殊学校条例》（英国教育部，2015年）
- [The Teacher Standards](#) (DfE, 2012)
《教师规范》（英国教育部，2012年）
- [Working Together to Safeguard Children](#) (DfE, 2018)
《共同努力保护儿童》法令（英国教育部，2018年）
- [Prevent Duty Guidance](#) (DfE, 2015)
《预防职责指导》（英国教育部，2015年）
- [United Nations Convention on Rights of the Child](#) (UNCRC, 1990)
《联合国儿童权利公约》（联合国儿童权利公约，1990年）
- [The PRC Law on the Protection of Minors](#) (PRC, 1991)
《中华人民共和国未成年人保护法》（中国，1991年）

Section 2: Safeguarding Legislation, Guidelines and Procedures

第二部分：保障的条款制定、指导方针和程序

2.1: Safeguarding legislation, guidance and compliance 保障的条款制定、指导和遵守

HIS and HILA is committed to being compliant with all standards for safeguarding in China, in line with UK and the standards of the Council of International Schools (CIS). Due to their day-to-day contact with students, members of staff in schools and colleges are uniquely placed to observe changes in children's behaviour and the outward signs of abuse. Children may also turn to a trusted adult in school when they are in distress or at risk. It is vital that members of school staff are alert to the signs of abuse and understand the procedures for reporting their concerns. The School will act on identified concerns and provide early help to prevent concerns from escalating.

HIS和HILA致力于遵守中国的所有儿童保护规定，并符合英国和国际学校协会(CIS)的标准。由于在校员工日常均需与学生接触，因此在校员工的身份特殊，他们可以观察到儿童行为的变化和虐待的外在迹象。当孩子们处于困境或处于危险之中时，他们也可能求助于学校里值得信赖的成年人。学校员工对虐待迹象保持警惕并了解问题上报的程序是非常重要的。学校将对已确定的问题采取行动，并及早提供帮助，以防止问题升级。

The UK 英国

Section 94 of the Education and Skills Act 2008 requires the Secretary of State to prescribe standards for independent educational institutions to safeguard the welfare, health and safety of children. The relevant standards are set out in the Education (Independent School Standards) Regulations (the ISS Regulations 2014).

2008年《教育及技能法令》中第94条规定，英国内阁大臣可为独立的教育机构制定标准，以保障儿童的福利、健康和​​安全。相关标准载于《教育（独立学校标准）条例》中（即2014年ISS条例）。

The statutory guidance *‘Keeping Children Safe in Education’ (KCSIE)* (2018) is issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Non-Maintained Special Schools (England) Regulations 2015. Schools must have regard to it when carrying out their duties to safeguard and promote the welfare of children. This means that they should comply with it unless exceptional circumstances arise, such as in conflict with the requirements of the PRC and as a result of the differing social services provisions in China compared to the UK.

法定指南《保护受教育儿童的安全》（KCSIE）（2018年）是根据2002年《教育法案》第175条、2014年《教育（独立学校标准）条例》和2015年《非公立特殊学校（英格兰）条例》相关规定所发布的。学校在履行保护和促进儿童福利的职责时，必须考虑到这一规定。这意味着学校应该遵守该规定，除非出现特殊情况，例如与中国相关规定相冲突、或由于中英两国社会服务条款存在差异。

All members of staff are required to have signed a Code of Conduct in relation to Safeguarding which includes a clause to confirm that they have read and understood at least Part One of the KCSIE (2021) guidance.

所有员工都必须签署一份与保障相关的行为准则，其中包括一项以确认他们已阅读并至少理解《保护受教育儿童的安全》（2021年）指南的第一部分的条款。

This guidance underpins HIS and HILA commitment to safeguarding.

该指南支持HIS和HILA在保障方面的承诺。

The *Teacher Standards 2012* state that teachers, including head teachers, should safeguard children’s wellbeing and maintain public trust in the teaching profession as part of their professional duties.

2012年《教师标准》规定，包括校长在内的教师，应将维护儿童的福利并保持公众对教师职业的信任作为其专业职责的一部分。

The statutory guidance *Working Together to Safeguard Children* (DfE, 2021) covers the legislative requirements and expectations on individual services (including schools and colleges) to safeguard and promote the welfare of children.

法定指南《共同努力保护儿童》（英国教育部，2021年）涵盖了对个人服务（包括学校和大学）的法律规定和要求，以保障和促进儿童的福利。

Prevent Duty Guidance 2015: With effect from 1st July 2015 all schools became subject to a duty under Section 26 of the Counter-Terrorism and Security Act 2015 in exercising their functions “to have due regard to the need to prevent people from being drawn into terrorism”.

2015年《预防职责指导》：自2015年7月1日起，所有学校都有义务根据2015年《反恐和安全法》第26条履行职责，即“充分考虑预防人们卷入恐怖主义的必要性”。

The School recognises that “*safeguarding vulnerable people from radicalisation is no different from safeguarding them from other forms of harm*”.

学校应认识到“保护弱势群体免受激进化的影响，与保护他们免受其他形式的伤害没有什么不同”。

The NSPCC estimates that over half a million children are abused in the UK each year. An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event, and it can increasingly happen online.

英国防止虐待儿童协会（NSPCC）估计，在英国每年有超过50万儿童受到虐待。受虐待的孩子通常会经历不止一种虐待，还会遭受生活中的其他困难。这通常在一段时间内发生，而不是一次性事件，而且虐待行为在网络上日益增多。

The People’s Republic of China 中华人民共和国

The People’s Republic of China (PRC) declares that it protects a wide range of children’s rights through domestic legislation and by ratifying and joining the relevant international treaties such as the UNCRC. The PRC Constitution provides for the state protection of children, and prohibits maltreatment of children. Among many laws and regulations providing children’s rights protection, the primary law in this field is *The PRC Law on the Protection of Minors* (first passed in 1991, revised in 2006) (Minors Protection Law). The revised Minors Protection Law entered into force on June 1, 2007. This law sets up responsibilities of the families, the schools, and the government with regard to the protection of children’s rights, and judicial protection, as well.

中华人民共和国声明其通过国内立法以及批准和加入《联合国儿童权利公约》等相关国际条约，来保护儿童各项权利。中华人民共和国宪法规定国家保护儿童，禁止虐待儿童。在众多保护儿童权利的法律法规中，该领域的主要法律是《中华人民共和国未成年人保护法》（1991年首次通过，2006年修订）。修订后的《未成年人保护法》于2007年6月1日生效。该法规定了家庭、学校和政府在保护儿童权利和司法保护方面的责任。

China has ratified major international documents with regard to children’s rights protection. China’s domestic legislation also provides protection for a wide range of children’s rights.

中国批准了有关儿童权利保护的重要国际文件。中国的国内立法也为儿童各项权利提供保护。

2.2: Child protection procedures 儿童保护程序

Providing early help is more effective in promoting the welfare of children than reacting later. We are aware that all our members of staff have a responsibility in school to identify the symptoms and triggers of abuse and neglect, to share information and work together to provide children and young people with the help they need.

在促进儿童福利方面，及早提供帮助比事后做出反应更为有效。我们了解我们所有员工在学校都有责任去识别虐待和忽视的症状和诱因，有责任分享信息并共同努力为儿童和青少年提供他

们所需的帮助。

KCSIE (2021) states that: 'Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child. Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.'

《保护受教育儿童的安全》(2021年)中载明：“如果儿童正在遭受或可能遭受重大伤害，则应采取行动保护该儿童。同时针对需要额外支持的儿童，应采取行动促进该儿童的福利，即使他们没有受到伤害或面临直接风险。”

Sometimes a single traumatic event may constitute significant harm, such as poisoning or a violent assault. However, more often it is a compilation of significant events, both acute and longstanding, which can change or damage a child's physical and psychological development. Some children have a family and/or social circumstances where their health and development are neglected. For them it is the corrosiveness of long-term neglect, emotional, physical or sexual abuse that causes impairment to the extent of constituting significant harm.

有时，单一的创伤事件可能会造成重大伤害，例如中毒或暴力袭击。然而，更多情况下是多个重大事件的综合，包括急性和长期的，这些事件可能会改变或损害儿童的身心发展。有些孩子的家庭和/或社会环境忽视了孩子的健康和发展。对孩子而言，长期忽视、情感、身体或性虐待所带来的腐蚀性会造成损害，从而构成重大伤害。

2.2.1: *Recognising abuse* 识别虐待

To ensure that our children are protected from harm, we need to understand what types of behaviour constitute abuse and neglect.

为了确保我们的孩子免受伤害，我们需要了解哪些类型的行为构成虐待和忽视。

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm (for example by leaving a small child home alone, or leaving knives or matches within reach of an unattended toddler). Abuse may be committed by adult men or women and by other children and young people. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). Internet abuse is a growing concern and schools should be vigilant to this.

虐待和忽视是不妥当对待儿童的形式。有人可能会通过施加伤害来虐待或忽视儿童，例如打他们，或不采取行动防止伤害的发生（例如，将小孩独自留在家中，或将刀具或火柴放在无人看管的幼儿可触及的地方）。成年男性或女性以及其他儿童和青少年可能会实施虐待。儿童可能会在家庭、或机构或社区环境中被他们认识的人或其他人（这种情况比较少见，例如通过互联网）虐待。互联网虐待是一个日益严重的问题，学校应该对此保持警惕。

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect. All staff should be aware that abuse, or safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

虐待分为四类：身体虐待、情感虐待、性虐待和忽视。所有员工都应该意识到，虐待或保护问题很少是可以由一个定义或标签涵盖的独立事件。在大多数情况下，多个问题会相互重叠。

Physical abuse 身体虐待

Physical abuse is a form of abuse which 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.

身体虐待是一种虐待形式，可能涉及击打、摇晃、投掷、投毒、燃烧或烫伤、溺水、窒息或以其他方式对儿童造成身体伤害。当父母或看护人捏造或故意诱发儿童生病时，也可能造成身体伤害。

Emotional abuse 情感虐待

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's psychological state and emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyber-bullying), 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 maltreatment of a child, although it may occur alone.

情感虐待是针对儿童的持续情感虐待行为，对儿童的心理状态和情绪发展造成严重且持续的不利影响。这可能涉及向孩子传达他们一文不值或不被爱、存在不足或仅在满足另一个人的需要时才有价值的观念。情感虐待还可能包括不给孩子机会表达他们的观点，故意让他们沉默或“取笑”他们所说的话或他们的交流方式。它可能以年龄或对儿童发育不适当的期望为特征。这些可能包括超出儿童发展能力的互动，以及对儿童过度保护和限制其探索和学习，或阻止儿童参与正常的社交互动。它可能涉及看到或听到他人受到的虐待。它可能涉及严重的欺凌（包括网络欺凌），导致儿童经常感到害怕或处于危险之中，或者对儿童的剥削或腐蚀。尽管情感虐待可能单独发生，但针对儿童所进行的各类虐待都会涉及某种程度的情感虐待。

Sexual abuse 性虐待

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

性虐待涉及强迫或引诱儿童或青少年参与性活动，这不一定涉及严重暴力，无论儿童是否知道正在发生的事情。这些活动可能涉及身体接触，包括通过插入式侵犯（例如强奸或口交）或非

插入式行为，如手淫、接吻、摩擦和触摸衣服外面。性虐待还可能包括非接触性活动，例如让儿童观看或制作性图像、观看性活动、鼓励儿童以不适当的性行为方式行事，或诱使儿童为性虐待做准备（包括通过互联网）。性虐待不仅仅可由成年男性实施。女性和其他儿童也可能实施性虐待行为。

Neglect 忽视

Neglect is the persistent failure to meet a child'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:

忽视是持续未能满足儿童的基本身体和/或心理需求，可能导致儿童的健康或发育受到严重损害。由于母体滥用药物，怀孕期间可能会发生忽视行为。一旦孩子出生，忽视可能包含父母或照顾者未能采取如下行为：

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
提供充足的食物、衣服和住所（包括被赶出家门或被遗弃）；
- protect a child from physical and emotional harm or danger;
保护儿童免受身体或精神上的伤害或危险；
- ensure adequate supervision (including the use of inadequate care-givers); or
确保充分的监督（包括使用不恰当的看护人员）；或者
- ensure access to appropriate medical care or treatment.
确保获得适当的医疗护理或治疗。

This form of abuse may also include neglect of, or unresponsiveness to, a child's basic emotional needs. The above categories are identified by the NSPCC, and definitions have been taken from *Working Together to Safeguard Children* (DfE, 2018) and *KCSIE* (DfE, 2018).

这种形式的虐待还可能包括忽视或不回应孩子的基本情感需求。上述类别由英国防止虐待儿童协会（NSPCC）规定，定义来自《共同努力保护儿童》（英国教育部，2018年）和《保护受教育儿童的安全》（英国教育部，2018年）相关条款。

Peer on Peer Abuse (Child on Child) 同伴虐待（儿童对儿童的虐待）

All staff should be aware that children can abuse other children (often referred to as peer on peer abuse).

所有员工都应该意识到儿童可能会虐待其他儿童（通常被称为“同伴虐待”）。

Peer on peer abuse is most likely to include, but may not be limited to:
同伴虐待最有可能涵盖（但不限于）以下方面：

bullying (including cyberbullying, prejudice-based and discriminatory bullying);
欺凌（包括网络欺凌、基于偏见和歧视性的欺凌）；

- abuse in intimate personal relationships between peers;
同伴间个人亲密关系的虐待；
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
身体虐待，例如打、踢、摇晃、咬、拉头发或以其他方式造成身体伤害；

- threatens and/or encourages physical abuse; sexual violence, such as rape, assault by penetration and sexual assault;
威胁和/或鼓励身体虐待；性暴力，例如强奸、插入性侵犯和性侵犯；
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
性骚扰，例如性评论、言论、笑话和网络性骚扰，这可能是单独存在的，也可能是更广泛虐待的一部分；

All staff should recognise that it can happen both inside and outside of school and online. It is important that all staff recognise the indicators and signs of peer on peer abuse and know how to identify it and respond to reports.

所有员工都应该认识到，这些虐待可能发生在学校内外和网络上。重要的是，所有员工都必须认识到同伴虐待的指标和迹象，并知道如何识别它并进行上报。

All staff should understand, that even if there are no reports in their schools it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have **any** concerns regarding peer on peer abuse they should speak to their designated safeguarding lead (or deputy).

所有员工都应该了解，即使校内没有相关报告，也并不意味着没有发生这类行为，可能只是没有报告而已。因此，如果员工对同伴虐待有任何顾虑，他们应该与他们儿童保护负责人（或儿童保护负责人）沟通，这一点至关重要。

It is essential that **all** staff understand the importance of challenging inappropriate behaviours between peers, many of which are listed below, that are actually abusive in nature.

至关重要的是，所有员工都必须了解质疑学生同伴间不当行为的重要性，其中许多行为实际上是虐待性质的。

Downplaying certain behaviours, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

淡化某些行为，例如将性骚扰视为“只是开玩笑”、“只是开怀大笑”、“成长的一部分”或“男孩就是男孩”，可能会导致一种不可接受的行为文化、对儿童和儿童不安全的环境，以及最坏的情况是形成将虐待行为正常化的文化，导致孩子们接受这种情况是正常的，而不是主动报告。

This may include an online element which facilitates, threatens and/or encourages sexual violence); ‘upskirting’, which typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and initiation/hazing type violence and rituals causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party; consensual and non-consensual sharing of nudes and semi nudes images and or videos (also known as sexting or youth produced sexual imagery); harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

这可能包括助长、威胁和/或鼓励性暴力的网络内容；“偷拍裙底”通常指在未经他人许可的情况下偷拍他人衣服下的身体，目的是窥视其生殖器或臀部以获得性满足，或使受害者感到羞辱、痛苦或惊慌；以及进行某种加入团体的仪式/侮辱性质的暴力和仪式，致使他人在未经同

意的情况下参与性活动，例如强迫他人脱光衣物、对自己进行性接触或与第三方发生性活动；自愿和非自愿地共享裸体和半裸图像和/或视频（也称为色情短信或青少年制作的性图像）；将骚扰、虐待或羞辱作为将一个人拉入群体的一种方式，也可能涉及网络因素）。

2.2.2: *Specific safeguarding issues* 特定保障问题

All staff should have an awareness of safeguarding issues-some of which are listed below:
所有员工均应意识到各种儿童保护方面的问题，部分问题具体如下：

- bullying including cyber bullying 欺凌，包括网络欺凌
- children missing education 儿童丢失教育
- child missing from home or care 儿童离家出走或失去照管
- child sexual exploitation (CSE) 儿童性剥削（CSE）
- domestic violence 家庭暴力
- drugs 毒品
- fabricated or induced illness 虚假或诱发疾病
- faith abuse 信仰虐待
- female genital mutilation (FGM) 切割女性生殖器官（FGM）
- forced marriage 强迫婚姻
- gangs and youth violence 帮派和青少年暴力
- gender based violence/violence against women and girls (VAWG) 基于性别的暴力/针对妇女和女孩的暴力（VAWG）
- hate 厌恶
- mental health 心理健康
- missing children and adults strategy 失踪儿童和成年人对策
- private fostering 私人寄养
- preventing radicalisation 防止激进化
- relationship abuse 关系虐待
- sexting 色情短信
- trafficking 非法交易

Annex A of KCSIE (2019) contains important additional information about specific forms of abuse and safeguarding issues. School leaders and those staff that work directly with children should read the annex.

《保护受教育儿童的安全》（2019 年）的附件 A 包含关于特定形式虐待和保护问题的重要附加信息。学校领导层和直接面向儿童工作的员工应阅读该附件。

Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children in danger.

员工应意识到，吸毒、酗酒、逃学和色情短信等相关的行为会使儿童处于危险之中。

All staff should be aware safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting.

所有员工都应意识到保障问题可以通过同伴虐待表现出来。这很可能包括但不限于：欺凌（包括网络欺凌）、基于性别的暴力/性侵犯和色情短信。

Staff should be clear as to HIS and HILA's policy and procedures with regards to peer on peer abuse.

员工应清楚 HIS 和 HILA 关于同伴虐待的政策和程序。

2.2.3: *Bullying* 欺凌

This should be read in conjunction with the School's Anti-Bullying Policy.

本部分应与学校的《反欺凌政策》一同阅读。

Bullying is defined as: when an individual or group of people with more power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. Bullying is not:

欺凌被定义为：当一个人或一群人拥有更大的权力时，反复和故意对另一个人或一群人造成伤痛或损害，其中受害者会感到无能为力。欺凌不是：

- single episodes of social rejection or dislike 单次发作的社会排斥或不喜欢；
- single episodes or acts of nastiness or spite 单次发作的恶劣或恶意行为；
- random acts of aggression or intimidation 随意的攻击或恐吓行为；
- mutual arguments, disagreements or fights. 相互争论、分歧或争吵。

While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying can have a disastrous effect on a child's wellbeing and in very rare cases has been a feature in the suicide of some young people. All incidences of bullying, including cyber-bullying and prejudice-based bullying should be reported and will be managed through our anti-bullying procedures. Housemasters/Year Group Leaders will keep records of bullying-type behavior and through consultation with the Head of School and Assistant Head, who will record and track as a bullying incident through CPOMS. The School's Anti-Bullying Policy is reviewed on an annual basis.

虽然儿童之间的欺凌不是虐待和忽视的单独类别，但它是一个非常严重的问题，会引起相当大的焦虑和痛苦。在最严重的情况下，欺凌会对儿童福利造成灾难性的影响，并且在极少数情况下会成为一些年轻人自杀的一个特征。员工应报告所有欺凌事件，包括网络欺凌和基于偏见的欺凌，并通过我们的反欺凌程序进行管理。院长/年级领导将记录欺凌类型的行为，并将与校长和副校长进行商讨，校长和副校长将通过CPOMS记录和跟踪欺凌事件。每年会对学校的反欺凌政策进行审查。

The subject of bullying is addressed at regular intervals via the school's policies and curriculum for Personal Development. If the bullying is particularly serious, or the anti-bullying procedures are deemed to be ineffective, the Headmistress and the DSL will consider implementing child protection procedures.

通过学校政策和个人发展课程定期处理欺凌问题。如果出现特别严重的欺凌行为，或反欺凌程序被认为无效，校长和儿童保护负责人将考虑实施儿童保护程序。

2.2.4: Indicators of abuse 虐待的指标

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they ‘tell’. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons, it is vital that members of staff are also aware of the range of behavioural indicators of abuse and report any concerns following the School’s safeguarding concern reporting procedure.

身体迹象可定义某些类型的虐待，例如，由于身体或性虐待导致的瘀伤、流血或骨折，或在儿童没有得到充分监督时造成的伤害。身体迹象的识别是复杂的，因为儿童可能会竭力隐藏伤害，这通常是因为他们感到羞耻或尴尬，或者是因为施虐者曾威胁他们如果他们“告诉”别人，会继续对他们进行进一步暴力或伤害。没有接受过医学培训的人员也很难将伤害归类为意外或故意伤害。出于这些原因，员工也必须了解虐待行为指标的范围，并按照学校的儿童保护上报程序报告这些问题。

A child who is being abused or neglected may:

被虐待或忽视的儿童可能：

- have bruises, bleeding, burns, fractures or other injuries;
有瘀伤、出血、烧伤、骨折或其他伤害；
- show signs of pain or discomfort;
表现出疼痛或不适的迹象；
- keep arms and legs covered, even in warm weather;
一直遮盖胳膊和腿部，即使是在天气温暖时；
- be concerned about changing for PE or swimming;
对体育课或游泳时换衣服感到担忧；
- look unkempt and uncared for;
看起来邋遢或像无人照料的样子；
- change their eating habits;
饮食习惯改变
- have difficulty in making or sustaining friendships;
很难交朋友或维持友情；
- appear fearful;
看起来很恐惧；
- be reckless with regard to their own or other’s safety;
不顾自己或他人的安危；
- self-harm;
自残；
- show signs of not wanting to go home;
表现出不想回家的迹象；

- display a change in behaviour – from quiet to aggressive, or happy-go-lucky to withdrawn;
行为上发生改变，例如从安静变成好斗，或从轻松乐天变成孤僻
- challenge authority;
挑战权威；
- become disinterested in their school work;
变得对学校的作业不感兴趣；
- be constantly tired or preoccupied;
经常疲倦或心事重重；
- be wary of physical contact;
对身体接触十分警惕；
- be involved in, or particularly knowledgeable about drugs or alcohol; or
涉及或格外了解毒品和酒精；
- display sexual knowledge or behaviour beyond that normally expected for their age.
表现出超出其年龄正常预期的性知识或行为。

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSL team to decide how to proceed. It is therefore essential that staff report their concerns. Staff do not need ‘absolute proof’ that a child is at risk but should act on any hunches or worries in the knowledge that they will be supported in their safeguarding role. Reports made in good faith will always be dealt with in accordance with the School’s Whistleblowing Policy, regardless of outcome.

单独的指标很少单独提供作为虐待的确凿证据。它们应该被视为拼图的一部分，每一小块信息都将帮助儿童保护负责团队决定如何处理。因此，员工必须报告他们所忧虑的问题。员工不需要有“绝对证据”以证明儿童处于危险之中，但员工应知道他们的保障工作将会得到支持，并且应根据预感或担忧采取行动。无论结果如何，出于善意的报告将始终按照学校的《举报政策》进行处理。

2.2.5: *Impact of abuse* 虐待的影响

The impact of child abuse should not be underestimated. Many children do recover well and go on to lead healthy, happy and productive lives, although most adult survivors agree that the emotional scars remain, however well buried. For some children, full recovery is beyond their reach, and the rest of their childhood and their adulthood may be characterised by anxiety or depression, self-harm, eating disorders, alcohol and substance misuse, unequal and destructive relationships and long-term medical or psychiatric difficulties.

不应低估对儿童进行虐待的影响。许多儿童确实恢复得很好，并继续过着健康、快乐和丰富的生活。但大多数幸存者成年时都一致认为情感创伤仍然存在，无论埋得多深。对于一些孩子来说，他们永远都无法完全康复，他们剩余的童年和成年时间可能会出现焦虑或抑郁、自残、饮食失调、酒精和药物滥用、不平等和破坏性的关系以及长期的医疗或心理困难。

2.2.6: *‘It could happen here’ culture* “它可能发生在这里”的文化

Any child, in any family, in any school could become a victim of abuse. Staff should always maintain an attitude of “it could happen here”. Key points for staff to remember for taking action are:

任何家庭、任何学校的任何孩子都可能成为虐待的受害者。员工应始终保持“它可能发生在这里”的态度。员工在采取行动时要记住的关键点是：

- in an emergency take the action necessary to immediately help the child;
在紧急情况下采取必要的行动立即帮助儿童；
- follow the School’s safeguarding reporting procedure.
遵守学校的儿童保护上报程序；
- do not start your own investigation;
不要独自开始调查；
- share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family;
仅在“需要知道”的基础上分享信息，例如不要与同事、朋友或家人讨论该问题；
- seek support for yourself, if you are distressed.
如果你感到痛苦，请为自己寻求支持。

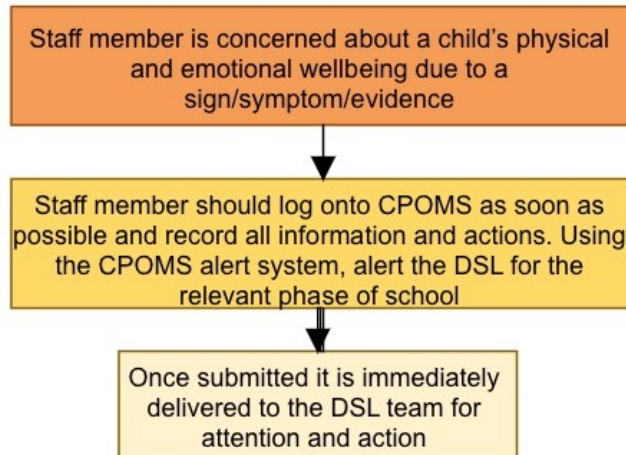
2.3: Safeguarding reporting procedure 儿童保护上报程序

2.3.1: What to do if you have a safeguarding concern about a child 如果你担心孩子有保障方面的问题怎么办

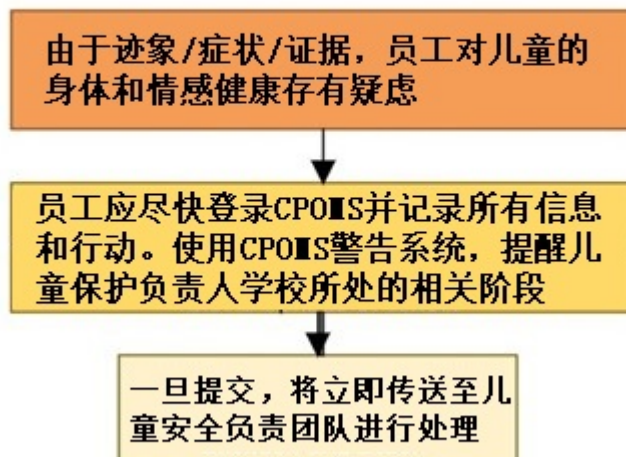
There will be occasions when a member of staff may suspect that a child may be at risk, but have no ‘real’ evidence. The child’s behaviour may have changed, his actions may reveal confusion or distress, or physical but inconclusive signs may have been noticed. The child may have a sign or their behaviour may indicate possible abuse. In this circumstance, **where the child is NOT at immediate or significant risk of harm**, the following action should be taken by the member of staff:

有时员工可能会怀疑孩子可能处于危险之中，但没有“真实”证据。孩子的行为可能已经发生改变，其行为可能显示出他们存在困惑或痛苦，或者员工已经注意到孩子身体出现迹象但仍无法确定。孩子可能会出现某个迹象，或者他们的行为表明他们可能受到虐待。在这种情况下，如果儿童没有处于即时或重大的伤害风险中，员工应采取以下行动：

Harrow Haikou Safeguarding Concern Reporting Procedure



海口哈罗学校的儿童保护上报程序



It is not the role of staff members to commence their own investigations into safeguarding concerns. This must be the role of the DSL team. The staff member can, however, provide the child with an opportunity to talk. This information should then be included in your CPOMS Report.

员工的职责不是自己开始对这些儿童保护问题展开调查。这必须是儿童保护负责团队的职责。但是，员工可以给孩子提供发声的机会。然后应将此信息包含在你的 CPOMS 报告中。

2.3.2: What to do if a child discloses abuse or significant harm to you 如果孩子向你透露存在虐待或严重伤害怎么办

It takes a lot of courage for a child to disclose that they are being abused. They may feel

ashamed, particularly if the abuse is sexual; their abuser may have threatened what will happen if they tell; they may have lost all trust in adults; or they may believe, or have been told, that the abuse is their own fault.

一个孩子需要很大的勇气才能透露他们正在受到虐待。他们可能会感到羞耻，尤其是受到性虐待时；施虐者可能会威胁他们如果说出来会有什么后果；他们可能已经对成年人失去了所有信任；或者他们可能相信或被告知受到虐待是他们自己的过错。

If a child talks to a member of staff about any risks to their safety or wellbeing, the staff member will need to let the child know that they must pass the information on – **staff are not allowed to keep secrets and must never promise to do so**. The point at which they tell the child this is a matter for professional judgement. If they jump in immediately, the student may think that they do not want to listen. If left until the very end of the conversation, the child may feel that he has been misled into revealing more than he would have otherwise.

如果孩子与员工谈论他们的安全或福利存在任何风险，员工需要让孩子知道他们必须将信息传递出去。员工不得保守秘密，也不得承诺会保守秘密。员工需要靠自己的专业判断来决定告诉孩子这个原则的时间点。如果他们立即向学生表示无法保守秘密的原则，学生可能会认为他们不想听。如果到谈话的最后才向孩子提及这一点，那么学生可能会感到被误导透露了更多他本该不会透露的信息。

During their conversations with the children members of staff will:

员工在与孩子谈话的过程中，员工应：

- allow them to speak freely;
让他们畅所欲言；
- remain calm and not overreact – the child may stop talking if they feel they are upsetting their listener;
保持冷静，不要反应过度。如果孩子觉得自己让倾听者感到难过，他们可能会停止说话；
- give reassuring nods or words of comfort – ‘I’m so sorry this has happened’, ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’;
给予安慰的点头或安慰的话，例如“我很抱歉发生了这件事”、“我想帮忙”、“这不是你的错”、“你和我谈论这个是对的”等；
- not be afraid of silences – members of staff must remember how hard this must be for the child;
不要害怕沉默。员工必须记住谈论这些对孩子来说是多么困难；
- under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to siblings too, or what does the student’s parent(s) think about all this;
在任何情况下都不要问调查性问题，例如这种情况发生了多少次，是否也发生在兄弟姐妹身上，或者学生的父母对这一切有什么看法等；
- at an appropriate time tell the child that in order to help them, the member of staff

must pass the information on;

在适当的时候告诉孩子，为了帮助他们，员工必须将这些信息传达给他人；

- not automatically to offer any physical touch as comfort. It may be anything but comforting to a child who has been abused;

不要为了安慰学生而主动提供任何身体接触。对于一个被虐待的孩子来说，这根本无法令人感到安慰；

- avoid admonishing the child for not disclosing earlier. Saying things such as ‘I do wish you had told me about this when it started’ or ‘I can’t believe what I’m hearing’ may be the staff member’s way of being supportive but could be interpreted by the child to mean that they have done something wrong;

避免告诫孩子不早点透露。员工可能会对孩子说诸如“我真希望你在这件事开始时告诉我”或“我不敢相信我听到的”等类似的话表示对孩子的支持，但孩子可能会认为他们做错了什么；

- tell the child what will happen next. The child may agree to go to see the DSL. Otherwise let the child know that someone will come to see them before the end of the day;

告诉孩子接下来会发生什么。孩子可能会同意与儿童保护负责人会面。或让孩子知道有人会在当天结束前来看望他们；

- report verbally to the DSL, even if the child has promised to do it by themselves;

向儿童保护负责人进行口头报告，即使孩子承诺自己会去报告；

- write up an accurate and objective account of the conversation as soon as possible;尽快写出准确客观的谈话记录；

- once you have spoken to the DSL and handed over your written account, complete a CPOMS report.

一旦你和儿童保护负责人谈话和递交书面记录后，要填写一个CPOMS报告；

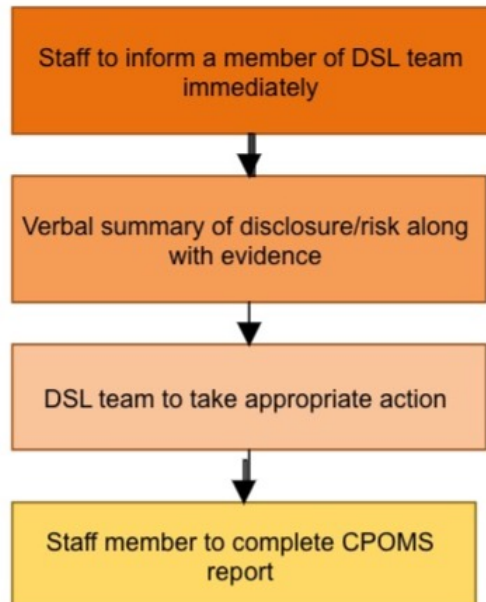
- seek support from a member of the DSL team if you feel distressed.

如果你感到痛苦，请寻求儿童保护负责团队的支持。

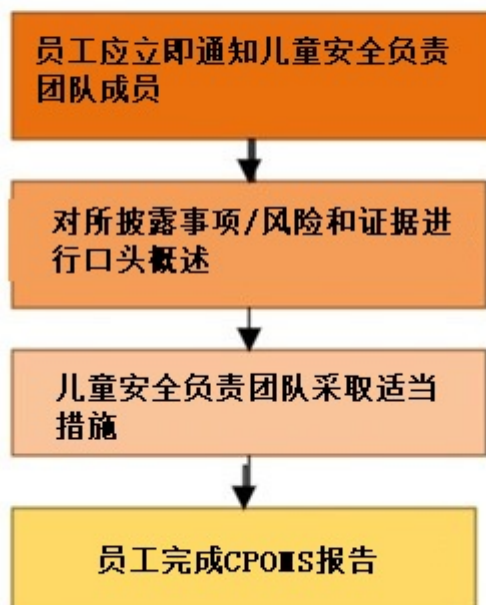
In summary, if a child makes a disclosure of abuse and/or significant or possible immediate harm then the following actions should be taken:

总之，如果儿童披露虐待和/或重大或可能的直接伤害，则应采取以下行动：

Harrow Haikou safeguarding Concern report procedure for Child Disclosure/significant or immediate risk



海口哈罗学校儿童保护上报程序 – 针对儿童所披露情况/重大或即时伤害



2.3.3: Notifying parents about safeguarding concerns 向家长告知保障方面的担忧

The School will normally seek to discuss any concerns about a child with their parents. This must be handled sensitively. A member of the DSL team will make contact with the parent in the event of a concern, suspicion or disclosure. However, if the School believes that notifying parents could increase the risk to the student or exacerbate the problem, advice will first be sought from other agencies where possible.

学校通常会试图与父母讨论有关孩子的任何问题。这必须谨慎处理。如果有疑虑、怀疑或发现暴露的某些问题，儿童保护负责团队的成员将与家长联系。但是，如果学校认为通知家长可能会增加学生的风险或加剧问题，在可能的情况下会先将寻求其他机构的建议。

2.3.4: Children and families requiring external/additional support 儿童及其家庭要求外部/额外的支持

As distinct from cases where a child has suffered or is likely to suffer significant harm, where children and families need support from agencies beyond our School, we will respond according by consultation with the DSL Team. We will liaise closely to co-ordinate support, with the agreement of the child and their parent/carer(s), and in accordance with local children's social care procedures in China where available.

与儿童遭受或可能遭受重大伤害的情况不同，如果儿童和家庭需要学校以外机构的支持，我们将通过与儿童保护负责团队协商做出回应。在征得孩子及其父母/看护人同意的情况下，我们将密切联系以支持协调，并在可能的情况下遵循中国当地的儿童社会照顾程序。

Section 3: Specific Safeguarding Issues:

第三部分：特定保障事项

3.1: Children with sexually harmful behaviour 出现性伤害行为的儿童

Staff will be sensitive to the nature of relationships within a boarding setting which will be different to students in a day school and respond accordingly. It is important to recognise the potential for abuse by peers. With regards to student-on-student abuse staff will refer such abuse to the DSL Team using the safeguarding concern reporting procedure. The DSL will consult with external professional and/or agencies where there is a risk of significant harm. Allegations of student-on-student abuse will involve parents being contacted.

员工应对宿舍环境中的关系性质保持敏感，这种关系与走读学生不同，需要做出相应的反应。认识到同伴虐待的可能性很重要。关于学生对学生的虐待，员工将使用儿童保护上报程序将此类虐待提交给儿童保护负责团队。如存在重大伤害风险，儿童保护负责人将与外部专业人士和/或机构就此进行协商。学校将就学生对学生虐待的指控与家长联系。

Staff will be aware of harm caused by bullying and will use the School's anti-bullying procedures where necessary. However, there will be occasions when a child's behaviour warrants a response under child protection rather than anti-bullying procedures. In particular,

research suggests that up to 30 per cent of child sexual abuse is committed by someone under the age of 18.

员工应意识到欺凌造成的伤害，并在必要时使用学校的反欺凌程序。但是，有时儿童的行为需要根据儿童保护程序而不是反欺凌程序做出反应。特别是有研究表明，高达30%的儿童性虐待是由 18 岁以下的人实施的。

The management of children and young people with sexually harmful behaviour is complex. The School will work with other relevant agencies to maintain the safety of the whole school community. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator. Members of Staff, who become concerned about a child's sexual behaviour, should follow the School's safeguarding concern reporting procedure.

对有性伤害行为的儿童和青少年的管理是错综复杂的。学校将与其他相关机构合作，维护整个学校社区的安全。表现出这种行为的年轻人自身可能是虐待的受害者，受害者和施暴者都将遵循儿童保护程序。对儿童性行为感到担忧的教职员工应遵循学校的儿童保护上报程序。

3.2: Sexual exploitation of children 儿童性剥削

Sexual exploitation involves an individual or group of adults taking advantage of the vulnerability of an individual or groups of children or young people, and victims can be boys or girls. Children and young people are often unwittingly drawn into sexual exploitation through the offer of friendship and care, gifts, drugs and alcohol, and sometimes accommodation. Sexual exploitation is a serious crime and can have a long-lasting adverse impact on a child's physical and emotional health. It may also be linked to child trafficking. All members of staff are made aware of the indicators of sexual exploitation in their safeguarding training and any concerns should be reported following the safeguarding reporting procedure.

性剥削涉及到成年人个人或群体利用儿童或青少年个人或群体的脆弱性，受害者可能是男孩或女孩。加害者通过交友和提供关怀、礼物、毒品和酒精，有时甚至是住宿，使得儿童和青少年常常在不知不觉中被卷入性剥削。性剥削是一种严重的犯罪行为，会对儿童的身心健康产生长期的不利影响。性剥削也可能涉及到贩卖儿童。所有员工应在儿童保护培训中了解性剥削指标，如有任何疑虑都应按照儿童保护上报程序进行报告。

3.3: The Prevent Duty 预防职责

The Prevent Duty is an effort to prevent people from being drawn into terrorism – this is a global concern. We expect school staff to use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

预防职责旨在防止人们卷入恐怖主义，这是一个全球关注的问题。我们希望学校员工利用他们的专业判断来识别可能有激进化风险的儿童并采取相应的行动。没有单一的方法可以识别哪个个体可能易受恐怖主义意识形态影响。与管理其他儿童保护风险一样，员工应警惕儿童行为的变化，这可表明他们可能需要帮助或保护。

Members of staff, who have concerns about a pupil, will make these concerns known following the School's safeguarding reporting procedure. The DSL will then make a judgement as to whether or not it is appropriate to make a referral to external agencies in China or the appropriate embassies for foreign nationals.

对员工对某个学生有顾虑，可按照学校的儿童保护上报程序报告这些关切事项。然后，DSL 将判断是否需要将这一情况告知给中国的对外机构或外国公民相应的大使馆。

3.3.1: Signs of vulnerability to terrorist influence/attraction or radicalization 易受恐怖主义影响/吸引或激进化的迹象

There are no known definitive indicators that a young person is vulnerable to radicalisation, but there are a number of signs that together increase the risk.

目前没有已知的明确指标表明，年轻人容易受到激进化的影响，但如存在许多迹象，可表明这种风险会增加。

Signs of vulnerability include: 易受影响的迹象包括：

- underachievement 学习成绩不佳
- being in possession of extremist literature 持有极端主义文学作品
- poverty 贫穷
- social exclusion 社会排斥
- traumatic events 创伤性事件
- global or national events 全球性或全国性事件
- religious conversion 宗教信仰改变
- change in behaviour 行为改变
- extremist influences 极端主义影响
- conflict with family over lifestyle 就生活方式问题与家人发生冲突
- confused identity 自我身份困惑
- victim or witness to race or hate crimes 种族犯罪或仇恨犯罪的受害者或目击者
- rejection by peers, family, social groups or faith 被同伴、家人、社会团体或信仰排斥

3.3.2: Indicators of radicalization or extremism 激进化或极端主义的指标

Early indicators of radicalisation or extremism may include:

激进化或极端主义的早期指标可包括：

- showing sympathy for extremist causes
对极端主义的动机表示同情
- glorifying violence, especially to other faiths or cultures
美化暴力，尤其是对其他信仰或文化的暴力
- making remarks or comments about being at extremist events or rallies outside school
发表关于在校外参加极端活动或集会的言论或评论
- evidence of possessing illegal or extremist literature

存在其持有非法或极端主义文学作品的证据

- **advocating messages similar to illegal organisations or other extremist groups**
宣传类似于非法组织或其他极端组织的信息
- **out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent)**
不符合性格的着装、行为和同伴关系的变化（但青少年可在网上遇到极具感染力的话语、计划和人际网络，因此他们参与到特定群体的迹象可能并不明显）
- **secretive behaviour**
隐秘行为
- **online searches or sharing extremist messages or social profiles**
在网络搜索或分享极端主义信息或社交资料
- **intolerance of difference, including faith, culture, gender, race or sexuality**
无法容忍差异，包括信仰、文化、性别、种族或性取向方面
- **graffiti, art work or writing that displays extremist themes**
表现极端主义主题的涂鸦、艺术作品或文字
- **attempts to impose extremist views or practices on others**
试图将极端主义观点或做法强加于他人
- **advocating violence towards others**
鼓吹对他人实施暴力

3.4: Female Genital Mutilation (FGM) 切割女性生殖器官

FGM is child abuse and a form of violence against women and girls, and therefore should be dealt with as part of existing child safeguarding/protection structures, policies and procedures. FGM is illegal in the UK and not a practice that is deemed safe for children.

切割女性生殖器官(FGM)是虐童行为，是一种针对妇女和女孩的暴力形式，因此应作为现有儿童保护架构、政策和程序的一部分加以处理。在英国，切割女性生殖器官是非法的，并且这种做法对儿童来说是不安全的。

Members of staff should recognise the possibility that a girl may disclose information relating to a sibling or close friend who has suffered abuse in the form of FGM. Any disclosures of information or concern regarding possible FGM should be reported to the DSL Team immediately following the procedure for disclosure/immediate and significant harm reporting.

员工应意识到女孩可能会向其透露其姐妹或好友遭受切割女性生殖器官形式的虐待，任何与此相关的信息或疑虑都应按照披露程序或即时和严重伤害上报程序，向 DSL 团队报告。

Section 4: Roles and Responsibilities

第四部分：角色和责任

4.1: Professional expectations 专业要求

At Harrow Haikou safeguarding is the responsibility of all staff members. Their primary duty is to ensure the safety and well-being of our students.

在海口哈罗学校，每位员工都有儿童保护的责任。他们的首要职责是确保学生的安全和福利。

Everyone who comes into contact with our children and their families has a role to play in safeguarding children. We place a high priority on identifying concerns early and provide help for children, to prevent concerns from escalating. We do this because we are acutely aware that we play a vital role in the wider safeguarding system for children. Together with our colleagues in the police, health and other children's services, we promote the welfare of children and protect them from harm.

每名与我们的学生及其家人接触的员工都应在保护儿童方面发挥作用。我们高度重视及早发现问题并为儿童提供帮助，以防止问题升级。我们这样做的原因是我们敏锐地意识到我们在更广泛的儿童保护体系中发挥着至关重要的作用。我们应与警察、卫生和其他儿童服务部门的同事携手，共同促进儿童的福利并保护他们免受伤害。

All our staff are aware that Teacher Standards (2012) states that teachers, including Heads, should safeguard children's well-being and maintain public trust in the teaching profession as part of their professional duties. These standards also apply to trainees, inductees and Newly Qualified Teachers and we fully adhere to these standards with rigour; applying our school disciplinary procedures, where appropriate, in cases of misconduct.

所有员工都应知道，《教师标准》（2012年）规定，包括校长在内的所有教师的专业职责应包括保护儿童的福利，并保持公众对教师职业的信任。这些标准也适用于实习员工、入职人员和新入职教师。我们应严格遵守这些标准，并在出现不当行为的情况下，酌情使用本校的纪律处分程序。

4.2: The Designated Safeguarding Lead (DSL) 儿童保护负责人

- has the status and authority within the School to carry out the duties of the post, including committing resources and supporting and directing other staff;
在学校内具有履行岗位职责的地位和权力，包括投入资源以及支持和指导其他员工；
- receives updated child protection training at least every two years;
至少每两年接受一次最新的儿童保护培训；
- acts as a source of support and expertise to the School community;
作为学校社区的支持和专业知识的来源；
- encourages a culture of listening to children and taking account of their wishes and feelings;
鼓励一种倾听儿童并考虑他们的愿望和感受的文化；
- is alert to the specific needs of children in need or those with Special Educational Needs;
对有具体需要或有特殊教育需要的儿童保持警惕；
- has a working knowledge of Harrow Haikou procedures;
熟悉海口哈罗学校相关程序；
- has an understanding of locally agreed processes for providing early help and intervention;
了解当地所通过的关于提供早期帮助和干预的流程；

- keeps detailed written records of all concerns, ensuring that such records are stored securely and flagged on, but kept separate from the child's general file;
保留所有问题的详细书面记录，确保这些记录安全地存储和标记，但需与儿童的一般文件分开保存；
- immediately refers cases of suspected abuse to local services or the Police as appropriate;
立即将涉嫌虐待的案件转交至当地服务机构或相应的警察机关；
- where students leave the School, ensures the child protection file is copied for any new school as soon as possible but transferred separately from the main pupil file;
当学生离开学校时，确保尽快将儿童保护文件副本提供给学生的新学校，但需与学生的主要文件分开传输；
- attends and/or contributes to child protection conferences;
参加和/或推动举行儿童保护会议；
- coordinates the School's contribution to child protection plans;
协调促进学校制定儿童保护计划
- develops effective links with relevant statutory and voluntary agencies
与相关法定和志愿机构建立有效联系；
- ensures that all staff sign to indicate that they have read and understood the Child Protection Policy and safeguarding code of conduct;
确保所有员工签名以表明他们已阅读并理解儿童保护政策和相关行为准则；
- ensures that the Child Protection Policy is regularly reviewed and updated annually;
确保每年定期审查和更新儿童保护政策；
- liaises with the Nominated Governor and the Headmistress as appropriate;
酌情与提名的校董和校长进行联络；
- ensures that a record of staff attendance at child protection training is kept;
确保保存员工参加儿童保护培训的记录；
- makes the Child Protection Policy available publicly, on the School's website or by other means;
在学校网站上或通过其他方式公布儿童保护政策；
- ensures parents are aware of the School's role in safeguarding and that referrals about suspected abuse and neglect may be made;
确保家长了解学校在儿童保护方面的作用，并且告知学校可能会将涉嫌虐待和忽视的事件转交至其他机构；
- in the Headmistress' absence, ensures cases concerning a member of staff are referred appropriately to the Chair of Governors and/or the Disclosure and Barring Service (DBS); and
在校长不在的情况下，确保将涉及员工的案件适当提交至校董会主席和/或披露和禁止服务（DBS）部门；
- submits an annual report to the Governing Body about how the School's duties have been carried out. Any reported weaknesses will be rectified by the DSL without delay.
向校董会提交一份关于学校如何履行职责的年度报告。儿童保护负责人将立即纠正报告中所提及的任何不足。

4.3: The Deputy Designated Safeguarding Lead (DDSL) 儿童保护负责人（副职）

- The DDSL must be appropriately trained in child protection at least every two years. In the absence of the DSL, carries out those functions necessary to ensure the ongoing safety and protection of the students.
儿童保护负责人（副职）必须至少每两年接受一次儿童保护方面的适当培训。在没有儿童保护负责人的情况下，儿童保护负责人（副职）应执行必要职责，以确保学生持续受到安全保护。
- the DDSL must have the status and authority within the School to carry out the duties of the post, including committing resources and supporting and directing other staff.
儿童保护负责人（副职）必须在学校内具有履行岗位职责的地位和权力，包括投入资源以及支持和指导其他员工。
- in the event of the long-term absence of the designated person, the DDSL will assume all of the functions as for the DSL, above.
如果儿童保护负责人长期缺席，那么儿童保护负责人（副职）将承担上述儿童保护负责人的所有职能。

4.4: The Governing Body 校董会

- will appoint a Governor for child protection who will undertake training in inter-agency working, in addition to basic child protection training;
将任命一名负责儿童保护事务的校董，其除了基本的儿童保护培训外，还将负责跨机构工作的培训；
- will ensure that the School has a Designated Safeguarding Lead (DSL), whose role is explicit in the role holder's job description;
将确保学校有设置儿童保护负责人，并确保其职责范围清晰明确；
- will ensure that the School has a child protection policy and procedures, including a staff safeguarding code of conduct, that are consistent with UK and China statutory requirements, as well as CIS standards, reviewed annually and are signed off by the Chairman of Governors;
将确保学校制定符合英国和中国法定要求以及国际学校协会标准的儿童保护政策和程序，包括员工保护行为准则，并每年进行审查并由校董会主席签署；
- will ensure that the School's child protection policy and procedures are made available publicly on the School's website or by other means;
将确保学校的儿童保护政策和程序在学校网站上或通过其他方式公开；
- will ensure that the School has procedures for dealing with allegations of abuse made against members of staff including allegations made against the Headmistress and allegations against other children;
将确保学校有相应程序可以处理针对员工的虐待指控，包括针对校长的指控和针对其他儿童的指控；
- will ensure that the School follows safer recruitment procedures that include statutory checks on staff suitability to work with children;
将确保学校遵循更安全的招聘程序，包括对员工的法定审查，确认其是否适合与儿童一起工作；
- will ensure that the School develops a training strategy that ensures all staff, including the Headmistress, receive information about the School's safeguarding arrangements

on induction and appropriate child protection training, which is regularly updated in line with any changing statutory and CIS requirements

将确保学校制定培训策略，保障包括校长在内的所有员工都能在入职时收到有关学校儿童保护安排方面的信息，并接受儿童保护的相关培训。而这些信息会根据法律和国际学校协会要求的变更进行定期更新；

- will ensure that the School makes all contract staff, temporary staff and volunteers aware of the School's arrangements for child protection;
将确保学校已让所有合同员工、临时员工和志愿者了解学校的儿童保护安排；
- will ensure that the School contributes to any inter agency working and plans;
将确保学校为任何跨机构工作和计划做出贡献；
- will ensure that the School provides a coordinated offer of early help when additional needs of students are identified;
将确保学校在确定学生的额外需求时及早提供帮助；
- will ensure that the School considers how students may be taught about safeguarding, including online, as part of a broad and balanced curriculum; and
将确保学校去考虑如何向学生传授有关儿童保护的知识（包括电子安全），并将其作为广泛且均衡的课程的一部分；
- will address and rectify without delay any deficiencies or weaknesses in the School's child protection and safeguarding policy and procedures, which are brought to the attention of the Governing Body.
将立即解决和纠正学校儿童保护和保障政策和程序中的任何缺陷或不足，这些缺陷或不足已提交至理事会。

The Governing Body nominates a member (normally the Chair) to be responsible for liaising with the agencies on strategic issues of child protection, and in the event of an allegation being made against the Headmistress or a member of the Governing Body. It is the responsibility of the Governing Body to ensure that the School's safeguarding, recruitment and managing allegations procedures are in accordance with the Independent Safeguarding Standards (ISS) Regulations (UK) and CIS and national guidance both in China and the UK.

校董会提名一名成员（通常是主席）负责就儿童保护的战略问题与机构联络，并在发生针对校长或校董会成员的指控时与其他机构进行沟通。校董会有责任确保学校的保障、招聘和管理指控程序符合《独立保障标准（ISS）条例》（英国）、国际学校协会相关规定以及中国和英国的国家指导方针。

4.5: The Head Mistress 校长

- ensures that the Child Protection Policy and Safeguarding Procedures are implemented and followed by all staff ;
确保所有员工实施和遵守儿童保护政策和保护程序；
- allocates sufficient time, training, support and resources, including cover arrangements when necessary, to enable the DSL and deputy to carry out their roles effectively, including the assessment of children and attendance at strategy discussions and other necessary meetings;

分配足够的时间、培训、支持和资源，包括必要时的替班安排，以使儿童保护负责人和儿童保护负责人（副职）能够有效地履行职责，包括对儿童的评估以及参加战略讨论和其他必要的会议；

- ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle blowing procedures;

确保所有员工都能就不良或不安全的做法提出疑虑，并根据举报程序谨慎处理此类疑虑；

- ensures that children are provided with opportunities throughout the curriculum and in Personal Development to learn about safeguarding, including keeping themselves safe online;

确保在整个课程和个人发展中为儿童提供学习儿童保护相关知识的机会，包括确保他们自身的电子安全；

- liaises with the Chair of Governors where an allegation is made against a member of staff or of the Governing Body; and

当有人对员工或校董会成员提出指控时，与校董会主席进行联络；

- ensures that anyone who has harmed or may pose a risk to a child is referred to the Disclosure and Barring Service, if a UK national, or to the relevant embassy for other foreign nationals.

确保将伤害或可能对儿童构成风险的任何人员转交给披露和禁止服务机构（如果是英国国民），或转交至其他外国国民的相关大使馆。

4.6: The Student Support Committee 学生支持委员会

- will be chaired by the DSL
将由儿童保护负责人担任主席；

- membership comprises the Headmistress, Assistant Headteacher, Chinese Principal, Heads of School, Boarding and Day HMs, Head of Inclusion, who will review or raise Child Protection or Safeguarding issues as part of their work;
成员包括校长、助理校长、中方校长、学部校长、寄宿和走读院舍舍监、包容性负责人，他们的工作之一就是审查或提出儿童保护或保障问题；

- will help to coordinate arrangements for the longer-term protection and support of each child who has made allegations of abuse, or is alleged to have suffered from abuse, taking his/her wishes into account;

将帮助协调安排，为每个提出虐待指控、或被指控遭受虐待的儿童提供长期保护和支持，同时顾及到孩子的意愿；

- will make arrangements where feasible for any child who has been the subject of abuse to receive necessary counselling and support by agreement with his parents, where appropriate;

将在可行的情况下，经家长同意后，为曾遭受虐待的儿童安排必要的咨询和支持；

- will support any child who is subject to a Child Protection Plan; and
将支持任何受《儿童保护计划》约束的儿童；

- will ensure through a Housemaster/ class teacher that appropriate support and safeguards are in place together with a Care Plan where appropriate.

将通过院舍舍监/班主任确保适当的支持和保障措施到位，并在适当的情况下制定看护计划。

4.6.1: Functions of the Student Support Committee 学生支持委员会的职能

- *Communication:* to work with all stakeholders in communicating the needs of the child, focusing on ensuring student physical and mental well-being and safety. To maintain a flow of information into the committee about the different needs of students and the flow of information out to different stakeholders about supporting those needs.

沟通：与相关各方共同沟通儿童的需求，重点是确保学生的身心健康和安 全。确保委员会接收到学生不同需求的信息，以及为支持相关需求向相关各方提供这些信 息。

- *Discussion:* the scope and scale of the committee will involve different staff at different times depending on the agenda. The professionals consider a 360 review of the child. The committee will also review and agree referrals to the school counsellors.

讨论：委员会的范围和规模将根据议程在不同时间涉及不同员工。专业人员会考虑对孩子进行 360 度全面审查。该委员会还将审查并同意将问题转交至给学校心理辅导员。

- *Administration:* to work with all stakeholders in keeping all relevant material, notes and documents relating to the work the SSC does.

管理：与所有相关各方合作，保存与儿童保护工作所有相关材料、注释和文件。

- *Support and guidance:* to design and implement support plans and provide guidance for students that are a safeguarding concern.

支持和指导：制定和落实支持计划，并为学生提供安全指导。

4.7: Residential Boarding Staff (Housemistress/masters, Matrons and Assistant Housemistress/master) 宿舍员工 (舍监、舍监助理和副舍监)

All residential staff, principally Housemistress/masters, and Assistant Housemistress/masters will be trained to Level III safeguarding. Matrons will undergo internal safeguarding training and dependent on English levels will complete at least to level 2 training. Harrow Haikou recognises that, as a boarding school, as well as a day school, Housemasters, Assistant Housemasters and Matrons are likely to be on the frontline in terms of safeguarding and child protection. Housemasters, Assistant Housemasters and Matrons will report all child protection and safeguarding concerns using the appropriate safeguarding reporting procedure. Harrow Haikou has a procedure for dealing with a lost or missing child. In addition to the Safeguarding policy, reference can be made to the Attendance policy. A Housemistress/master or a duty member of the boarding staff is most likely to deal with such instances. Directions on how to report and manage a safeguarding concern in the boarding house are detailed in the Boarding Handbook.

所有宿舍员工，主要是舍监和副舍监，都将接受三级保护培训。舍监助理将接受内部安全培训，并根据英语水平完成至少到二级的培训。海口哈罗学校认识到，作为一所

寄宿学校和走读学校，舍监、副舍监和舍监助理在保障和儿童保护方面很可能处于第一线。舍监、副舍监和舍监助理将使用适当的儿童保护上报程序报告所有儿童保护和保障问题。海口哈罗学校有处理走失或失踪儿童的程序。除了保障政策，还可以参考考勤政策。舍监或宿舍值班员工最有可能处理此类情况。寄宿手册中详细说明了如何报告和管理宿舍的安全问题。

4.8: Senior students in positions of responsibility 承担责任的高年级学生

Senior children who hold positions of responsibility over other children (e.g. School Prefects) will be briefed on appropriate action to take should they have concerns or receive any allegations of abuse. This training will be provided by the DSL within 4 weeks of appointment/election. Senior students and the house council will meet with the DSL at least annually to review and reflect upon safeguarding issues through the lens of the student body.

对其他儿童（例如学部级长）担任责任职位的高年级学生将被告知，在他们有顾虑或收到任何虐待指控时应采取的适当行动。儿童保护负责人将负责在其被任命/选举后 4 周内提供相关培训。高年级学生和学院委员会将至少每年与儿童保护负责人会面，通过学生团体的视角审查和反思儿童保护问题。

4.9: School doctors and the clinic staff 学校医生和医务室员工

The Clinic will hold copies of Working together to Safeguard Children (DfE, 2019) and Keeping Children Safe in Education (DfE, 2019) and have its own protocols for recognising and acting upon signs of child abuse. These will include [RCN Safeguarding children and young people \(2014\)](#). Nurses will work in accordance with the [Nursing & Midwifery Council's Code of Conduct](#). They will liaise closely with the DSL Team.

学校医务室将持有《共同努力保护儿童》（英国教育部，2019 年）和《保护受教育儿童的安全》（英国教育部，2019 年）的副本，并制定自己的条款来识别虐待儿童的迹象并采取行动。这些将包括英国皇家护理学院（RCN）制定的《保护儿童和青少年》（2014 年）。护士将按照《护理和助产士委员会的行为准则》开展工作。他们将与儿童安全负责团队密切联系。

The School on Call Doctor will have his/her own legal and contractual obligations to report the same. Clinic staff will undergo annual safeguarding training delivered by the school's DSL and will be invited to participate in any school CPD that is concerned with the welfare and protection of children.

学校当值医生将有其自己的法律和合同义务来报告相同的情况。医务室员工将接受学校儿童保护负责人提供的年度儿童保护培训，并将被邀请参加任何与儿童福利和保护有关的学校的持续职业发展（CPD）活动。

Section 5: Good practice guidelines and staff code of conduct

第五部分：优良做法指导和员工行为准则

5.1: Staff professional conduct 员工职责操守

To meet and maintain our responsibilities towards the students Harrow Haikou will agree standards of good practice, which will be published as professional guidelines in the relevant handbooks. These include guidelines on physical contact, use of reasonable force, visiting students' rooms and other sensitive areas, language, searching and confiscation, when and where to meet students, alcohol, social events, communications, use of sanctions, bullying and psychological abuse, favouritism, gifts and hospitality.

为了履行和维护我们对学生的责任，海口哈罗学校将商定优良做法标准，这些标准将作为专业指南公布在相关手册中。内容包括以下多个方面的指导方针，涉及身体接触、使用合理武力、探访学生房间和其他敏感区域、语言、搜查和没收、会见学生的时间和地点、酒精、社交活动、交流、使用惩罚、欺凌和心理虐待、徇私、收送礼和招待。

Members of staff are expected to follow the guidance given in the document 'Guidance for Safer Working Practice for Adults who Work with Children and Young People' (DfE, 2009) and Working Together to Safeguard Children (DfE, 2018).

员工应遵循文件《与儿童和青少年一起工作的成年人如何更安全工作的实践指南》（英国教育部，2009年）和《共同努力保护儿童》（英国教育部，2018年）中给出的指导。

Good practice includes:

优良做法包括：

- treating all children with respect;
尊重所有儿童；
- setting a good example by conducting themselves appropriately;
通过适当的行为树立一个好榜样；
- involving children in decisions that protect them;
让儿童参与保护他们的决定；
- encouraging positive, respectful and safe behaviour among children;
鼓励儿童采取积极、尊重和安全的行为；
- being a good listener;
做一个好的倾听者；
- being alert to changes in children' behaviour and to signs of abuse and neglect;
警惕儿童行为的变化以及受到虐待和忽视的迹象；
- recognising that challenging behaviour may be an indicator of unhappiness or abuse;
认识到儿童出现具有挑战性的行为可能是不快乐或受到虐待的一个指标；
- reading and understanding the School's Child Protection Policy and guidance documents on wider safeguarding issues, including: Anti-Bullying, Behaviour,

Expeditions, E-Safety, First Aid, Health & Safety, Confidentiality & Information-sharing, Drugs & Legal Highs;

阅读和理解学校的《儿童保护政策》和关于更广泛的保护问题的指导文件，包括：反欺凌、行为、出游、电子安全、急救、健康与安全、保密和信息共享、毒品和合法兴奋剂；

- asking the child's permission before initiating physical contact, physical support during PE, touching during music lessons for the purposes of demonstration or administering first aid;
在开始身体接触、体育课期间的身体帮助、音乐课期间为演示或进行急救而进行触摸之前征求孩子的许可；
- maintaining appropriate standards of conversation and interaction with and between children and avoiding the use of sexualised or derogatory language;
与儿童保持适当的对话和互动标准，避免使用色情或贬义的语言；
- meeting with a child in a room where the teacher can be seen so that a child is never a risk or the teacher open to false allegations
在老师可以被看到的房间里与孩子会面，这样孩子就不会有风险，或者避免老师受到虚假指控；
- ensuring that students bathrooms and changing rooms are never used or frequented by adults and staff
确保学生的浴室和更衣室永远不会被成人和员工使用或频繁到访；
- being aware that the personal and family circumstances and lifestyles of some children may lead to an increased risk of abuse;
意识到某些儿童的个人和家庭情况以及生活方式可能会增加受虐待的风险；
- applying the use of reasonable force/restraint only as a last resort and in compliance with the School policy on Safer Restraint;
仅在不得已的情况下使用合理的武力/约束并遵守学校关于更安全约束的政策；
- referring all concerns about a child's safety and welfare using the appropriate reporting procedure;
使用儿童保护上报程序报告对儿童安全和福利的所有担忧；
- following the School's rules with regard to communication with children and use of social media and online networking;
遵守学校关于与儿童交流以及使用社交媒体和线上网络的规则；
- following the School's policy on Screening and Searching in Behaviour Management Policy; and
遵守学校的行为管理政策中的对学生的筛查和搜查政策；
- following the School's Transport and Bus Policy.
遵守学校的交通和校车政策。

All staff will be expected to sign a Professional Code of Conduct and also a Safeguarding Code of Conduct at the start of each academic year and at the commencement of their employment.

所有员工都应在每学年开始时和入职时签署职业行为守则和保障行为守则。

5.2: Abuse of trust 信任滥用

All members of staff are aware that inappropriate behaviour towards children is unacceptable and that their conduct towards children must be beyond reproach.

所有员工都应知道，对儿童的不当行为是不可接受的，他们对儿童的行为必须无可非议。

In addition, members of staff should understand that, under the UK Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have any kind of sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the School staff and a student under 18 would be a criminal offence, even if that student is over the age of consent. It is also offence for minors to distribute child pornography to each other including photos and sexting including through social media.

此外，员工应了解，根据 2003 年英国《性犯罪法》，18 岁以上的人与 18 岁以下的人发生任何形式的性关系都是违法的，即使该人员是处于受信任的位置，且即使这种关系是自愿的都是属于违法行为。这意味着学校员工与 18 岁以下学生之间的任何性行为都将构成刑事犯罪，即使该学生已超过同意年龄。未成年人通过社交媒体相互传播儿童色情内容，包括照片和色情短信也是违法行为。

Members of staff must not use their status and standing to form or promote relationships with students which are of a sexual nature, **or which may become so once the student leaves the school**. Therefore, sexual relationships with former students once they leave school, may be open to scrutiny that the member of staff was grooming the person while they were a student of the school and constitute an abuse of trust.

教职员工不得利用其身份和地位与学生建立或促进带有性交性质的关系，或者一旦学生离开学校就可能成为这种关系也是不允许的。因此，员工如果在学生离校后与其发生性关系，可能会受到审查，即员工在学生还是学校的学生时正在培养与学生的关系，这构成信任滥用。

In China having sexual intercourse with a girl under fourteen years of age is statutory rape, with a sentence of heavier punishment within the range of punishments for rape. Committing rape in China may result in sentencing of a fixed-term imprisonment from three years to ten years, and if one of a list of “serious circumstances” spelled out in the PRC Criminal Law happens, a fixed-term imprisonment from ten years up to the death penalty may be imposed. Indecent assault against a woman’s will, or by force, may result in up to five years imprisonment. If the offence happens in public, the sentence may be over five years. Sodomy committed against minors under fourteen years old may result in heavier punishment. The PRC Criminal Law does not specifically regulate child pornography. Distributing pornography to minors under age eighteen is punishable by a heavier penalty within the punishments for distributing pornography.

在中国，与不满十四周岁的少女发生性关系属于法定强奸罪，在强奸罪的刑罚范围内从重处罚。在中国实施强奸的，可处三年以上十年以下有期徒刑，有刑法规定的“情节严重”之一的，处十年以上有期徒刑。可判处死刑。违背妇女意愿或以武力进行的猥亵侵犯可能会导致长达五年的监禁。如果罪行发生在公共场合，则刑期可能超过五年。对不满十四周岁的未成年人实施鸡奸可能会加重处罚。《中华人民共和国刑法》没有针对儿童色情制品的具体规定，但向未满十八周岁的未成年人散布色情制品的，在散布色情制品的刑罚中从重处罚。

5.3: Children who may be particularly vulnerable 可能更易受影响的儿童

Some children may be at an increased risk of abuse. It is important to understand that this increase in risk is more likely due to societal attitudes and assumptions, and failures to acknowledge children's diverse circumstances, rather than the individual's personality, impairment, or circumstances. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

一些儿童可能面临更高的虐待风险。重要的是要理解，这种风险增加更有可能是由于社会态度和假设，以及未能承认儿童的不同情况，而不是由于个人的个性、不足或处境。许多因素可能导致风险增加，包括偏见和歧视、孤立、社会排斥、沟通问题以及一些成年人不愿接受可能发生的虐待情况。

To ensure that our children receive equal protection, we will give special consideration to children who are:

为确保我们的孩子得到平等保护，我们需要特别考虑以下儿童的需求：

- disabled or have special educational needs;
残疾或有特殊教育需要；
- young carers at home during term time, pauses and holidays;
学期、休息和假期期间在家照管儿童的看护人年纪较小；
- living in a domestic abuse situation;
生活在家庭虐待的情况下；
- affected by parental substance misuse;
受父母药物滥用的影响；
- living away from home;
远离家乡；
- vulnerable to being bullied, or engaging in bullying;
容易被欺负或参与欺凌；
- living in temporary accommodation;
住在临时住所；
- living transient lifestyles;
生活方式短暂临时；
- living in chaotic and unsupportive home situations;
生活在混乱和缺乏支持的家庭环境中；
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality;
容易受到基于种族、民族、宗教、残疾或性取向的歧视和虐待；
- involved directly or indirectly in sexual exploitation;
直接或间接参与性剥削；
- or who whose level of English makes it more difficult for them to express themselves to staff in school.

英语水平存在不足的孩子，这使他们更难向学校的员工表达自己。

This list provides examples of particularly vulnerable groups but is not exhaustive. These students are monitored primarily through the SSC. They are discussed at termly Safeguarding Committee meetings and information on their well-being is provided through our close, personal approach to tutoring.

此列表提供了特别脆弱群体的示例，但并非详尽无遗。这些学生主要通过儿童保护相关政策进行监控。这些问题会在每学期的保障委员会会议上进行讨论，并通过我们密切的个人辅导方法提供有关他们福利的信息。

5.4: Missing children 旷课儿童

The School will follow its robust procedures for registration and attendance to ensure the safety of all children and to carry out its duty of care. The School recognises that a child going missing from education could be a potential indicator of abuse or neglect, including sexual abuse and sexual exploitation. Therefore, members of staff will respond promptly to absences and follow the School's Missing Child procedures, which are part of the Attendance Policy as appropriate. The DSL Team with support from Housemasters and Year Group Leaders, will monitor any unauthorised absence at the start or end of any leave period, and will be particularly cautious if a child goes missing on repeated occasions.

学校将遵循严格的登记和出勤程序，以确保所有儿童的安全并履行照顾义务。学校认识到，孩子没有到校接受教育可能是虐待或忽视的潜在指标，包括性虐待和性剥削。因此，员工将及时对学生缺勤情况作出反应并遵守学校的旷课儿童程序，这是适当的出勤政策的一部分。儿童安全负责团队在舍监和年级组长的支持下，将在任何假期开始或结束时监控任何未经授权的缺勤，如果孩子多次缺勤，将需要格外注意。

The School recognises the duty to inform the parents of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period as determined in the Attendance Policy. In some cases this may involve informing the Education Committee in Beijing if a child has a file number. If concerns are raised then the DSL may inform the police or, if foreign children, the embassies.

根据出勤政策中的规定，学校有义务通知任何未能定期上学或未经学校许可连续旷课的学生的家长。在某些情况下，如果孩子有学籍号，可能需要通知本地的教育委员会。如果提出问题，儿童保护负责人可能会通知警方，如果是外国儿童，则通知大使馆。

The Governing Body recognises that it should put in place appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.

校董会应认识到，它应该对旷课儿童（尤其是重复旷课儿童）采取适当的保护措施，以帮助识别包括性虐待或性剥削在内的虐待和忽视风险，并帮助防止他们在未来继续无法上学的风险。

5.5: Helping children to keep themselves safe 帮助儿童保护自己

Children are taught to understand and manage risk through numerous programmes (for

example Anti-Bullying Workshops, Health Education, the Pants Programme,) some of which are part of the Personal Development Programme and through all aspects of their life at the School. Children are encouraged to think about risks they may encounter and to work out how such risks can be overcome. These discussions are empowering and enabling. They aim to promote sensible behaviour rather than fear or anxiety. Children are taught how to conduct themselves in a safe and responsible manner. They are also regularly reminded about E-Safety and counter-bullying procedures. The School continually promotes an ethos of care and respect for others. Children are encouraged to speak to a member of staff in confidence about any worries they may have.

通过众多方案（例如反欺凌研讨会、健康教育、“我的身体是我自己的”计划），孩子们被教导理解和管理风险，其中一些内容是个人的发展计划的一部分，并贯穿他们在学校生活的各个方面。鼓励孩子们思考他们可能遇到的风险，并找出如何克服这些风险的方法。这些讨论是告诉孩子他们具有的权力和能力。他们的目标是促进明智的行为，而不是助长恐惧或焦虑。孩子们被教导如何以安全和负责任的方式行事。他们还会定期收到有关电子安全和反欺凌程序的提醒。学校不断提倡关心和尊重他人的精神。鼓励孩子们就他们可能有的任何担忧与员工进行保密交谈。

The School conducts PASS surveys which helps to inform our pastoral strategies as well as shedding light upon areas of concern or specific trends in behaviour which is fed back to individual Housemasters, who cascade back to their Houses. The Pastoral Support Committee analyses the data from a school-wide perspective. A statement of primary findings is provided by the Headmistress to staff collectively as well as the Governing Body.

学校会利用PASS评估工具进行调查，这有助于为我们的关怀辅导策略提供信息，并反映需关注的领域或行为的具体趋势，这些趋势会反馈给个别的院舍舍监，他们会逐级反馈给院舍。关怀辅导委员会从全校角度分析数据。校长会向全体员工以及校董会提供了一份关于主要调查结果的声明。

5.6: Support for those involved in a child protection issue 对涉及儿童保护事务的人员提供支持

Child abuse is devastating for the child. It can also result in distress and anxiety for staff who become involved. The School will support children, their families, and staff by:

虐待儿童对孩子来说是毁灭性的。它还可能导致参与其中的员工感到痛苦和焦虑。学校将通过以下方式支持儿童、他们的家人和教职员工：

- taking all suspicions and disclosures seriously;
认真对待所有怀疑和披露的问题；
- nominating a link person (normally the DSL) who will keep all parties informed and be the central point of contact;
任命一名联络人（通常是儿童保护负责人），负责让所有各方了解情况并作为联络中心；
- where a member of staff is the subject of an allegation made by a child, separate (independent) link people will be nominated to avoid any conflict of interest and appropriate support provided for him or her;
如果员工是儿童提出指控的对象，将提名单独（独立）联络人以避免任何利益冲突，并为他或她提供适当的支持；

- responding sympathetically to any request from children or staff for time out to deal with distress or anxiety;
如儿童或员工提出的任何关于暂停处理事件以缓解痛苦或焦虑的请求，学校应给予同情的回应；
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies;
仅在需要知道的基础上与相关个人和机构保持机密性和共享信息；
- storing records securely;
安全地存储记录；
- offering details of help lines, counselling or other avenues of external support;
提供帮助热线、咨询或其他外部支持途径的详细信息；
- following the procedures laid down in our whistleblowing, complaints and disciplinary procedures; and
遵守我们的举报、投诉和纪律处分程序中规定的程序；
- cooperating fully with relevant statutory agencies.
与相关法定机构充分合作。

Section 6: Staff training and complaints procedure

第六部分：员工培训和投诉程序

6.1: Staff training 员工培训

It is important that all staff have training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern. Academic staff have access to online training via the AISL Academy and will be expected to undertake regular training in this on specific modules. All staff have face to face training annually to ensure that they understand KCSIE (part 1) and our safeguarding procedures at Harrow Haikou.

所有员工都必须接受培训，这十分重要，这可以使他们能够识别可能的虐待和忽视迹象，并知道如果他们有担忧时应怎么做。教职人员可以通过 AISL 学院获得在线培训，并有望就特定模块进行定期培训。所有员工每年都接受面对面的培训，以确保他们了解《保护受教育儿童的安全》（第 1 部分）和海口哈罗学校的保护程序。

- New staff and governors will receive an explanation during their induction, which includes the School's child protection and safeguarding policy and procedures, reporting and recording arrangements, professional guidelines and the staff code of conduct.
新员工和校董将在入职期间收到解释，其中包括学校的儿童保护和保障政策和程序、报告和记录安排、专业准则和员工行为准则。
- All staff will receive an electronic version of Part 1 of KCSIE (2021) as part of their induction and/or annually as part of their safeguarding training. Each staff member must complete an electronic form to indicate their understanding of the document and its application to Harrow Haikou.

所有员工都将收到《保护受教育儿童的安全》（第 1 部分）的电子版本，作为其入职培训的一部分和/或每年作为其安全培训的一部分。每位员工必须填写一份电子表格，以表明他们对该文件的理解及其在学校的适用性。

- **All staff will attend an annual safeguarding procedure update, for which a paper register is taken, that will cover the following content:**
所有员工都将参加保障程序年度更新，并为此进行纸质登记，其中包括以下内容：
 - **What is safeguarding and child protection**
什么是保障和儿童保护
 - **The membership of the DSL Team**
儿童安全负责团队成员
 - **What are the types of abuse**
虐待的类型有哪些
 - **What are the signs and indicators of abuse**
虐待的迹象和指标是什么
 - **How to report safeguarding concerns about students and staff**
如何报告源于学生和员工的保护问题
 - **How to respond to student disclosures of abuse or significant harm**
如何回应学生披露的虐待或重大伤害
 - **The School's safeguarding reporting procedure**
学校的儿童保护上报程序
 - **Context important safeguarding issues**
重要的保护问题
 - **Whistleblowing procedures**
举报程序
- **All staff, including the Head Mistress and governors will receive training that is regularly updated, in line with advice from the relevant statutory bodies in the UK and internationally and must read at least Part One of KCSIE (2019);**
所有员工应遵守英国和国际相关法定机构的建议，包括校长和校董的员工都将接受定期最新培训，且必须至少阅读《保护受教育儿童的安全》（第 1 部分）；
- **The DSL, DDSL and other staff as appropriate will receive child protection training updated at least every two years, including training in inter-agency procedures as appropriate in an international setting;**
儿童安全负责人、儿童安全负责人（副职）和其他适当的员工将至少每两年接受一次最新的儿童保护培训，包括在国际化情境中适当的机构间程序培训；
- **Temporary staff and volunteers in regulated activity will have receive safeguarding training at induction and annual refresher.**
参与学校活动的临时员工和志愿者将在入职培训和年度进修时接受安全培训；
- **Visitors and visiting staff will be supervised by a member of the School staff at all times;**
访客和来访员工将始终由学校员工监督；
- **All staff supplied by other bodies will be made aware of the School's procedures, policy and the contact details of the DSL team.**
来自其他机构的所有员工都应了解学校的程序、政策和儿童安全负责团队的联系方式。

6.2: Safer recruitment 更安全的招聘

The School endeavours to ensure that we do our utmost to employ 'safe' staff by following the guidance in 'Keeping Children Safe in Education' (DfE, 2018) and the School's own policies and procedures together with procedures pertaining to contractors, coaches and partners etc.

学校努力确保我们遵循《保护受教育儿童的安全》（英国教育部，2018 年）中的指导以及学校的政策和程序以及与承包商、教练和合作伙伴有关的程序，尽最大努力雇用“安全”的员工等等。

Safer recruitment means that all applicants will:

更安全的招聘意味着所有申请人将：

- complete an application form which includes their employment history;
填写一份申请表，其中包括他们的工作经历；
- provide two referees, including at least one who can comment on the applicant's suitability to work with children; check verbally at least one of these references.
提供两名推荐人，包括至少一名可以评论申请人是否适合与儿童一起工作的推荐人；至少对其中一份推荐材料进行口头检查；
- provide evidence of identity and qualifications;
提供身份证明和资格证明；
- be checked in accordance with the Disclosure and Barring Service (DBS) if worked in the UK and other agencies for other foreign nationals, meeting regulations as appropriate to their role;
如果在英国和其他机构为其他外国人工作，则根据披露和禁止服务（DBS）进行审查，需要符合与其职责相关的规定；
- include prohibition checks with the NCTL for teaching staff;
包括与国家教学与领导力学院（NCTL）对教学人员进行禁令检查；
- provide evidence of their right to work in the China to obtain the working visa; and
提供其有权在中国工作以获得工作签证的证据；
- be interviewed.
接受采访。

For local staff:

对于当地员工：

- Last two employers' employment certificate showing the employment duration and the roles you once took in these places
最近两个雇主的工作证明，显示工作时间和曾经在这些地方担任的职务
- Social insurance participation history matching your employment as above (previous two employers)
与你的工作相符的社会保险参保记录（前两个雇主）
- Name and contact details of someone we can contact for an oral check in your two previous posts
在前两份工作中，我们可以联系以进行口头检查的人员的姓名和联系方式

- Updated non-criminal history check by the police – HR will contact you if you haven't provided a recent update (within the last 12 months)
警方更新的无犯罪历史检查，如果员工没有提供最近的记录（过去 12 个月内），那么人力资源部将与其联系

Safer recruitment also means that the School will ensure that:

更安全的招聘还意味着学校将确保：

- the candidate's mental and physical fitness to carry out their work responsibilities is verified;
候选人履行工作职责的身心健康状况得到核实；
- at least one member of each recruitment panel will have attended safer recruitment training;
每个招聘小组的至少一名成员将参加过更安全的招聘培训；
- all new members of staff undergo an induction that includes familiarisation with the School's Child Protection and Safeguarding Policy and Procedures and identify their child protection training needs;
所有新员工都要接受培训，包括熟悉学校的儿童保护和保障政策和程序，并确定他们的儿童保护培训需求；
- all staff sign to confirm they have received a copy of the Child Protection and Safeguarding Policy and Procedures; which is part of the Safeguarding Code of Conduct and
所有员工签名确认他们已收到一份儿童保护和保障政策和程序的副本；这是保护行为准则的一部分，并且
- written confirmation is obtained from supply agencies that agency staff have been appropriately checked.
从派遣机构获得书面确认，表明该机构员工已经过适当检查。

Full details of the School's recruitment procedures are to be found in the Safer Recruitment Policy.

学校招聘程序的全部细节可以在《更安全的招聘政策》中找到。

6.2.1: *Volunteers and supervised volunteers* 志愿者和受监督的志愿者

Volunteers, including governors, will undergo checks commensurate with their work in the School and contact with the children.

包括校董在内的志愿者将接受与其在学校的工作职位相对应的审查，并将与孩子们进行接触。

Volunteers who work only in a supervised capacity and are not in regulated activity will undergo the safe recruitment checks appropriate to their role, in accordance with the School's risk assessment process and statutory guidance.

如志愿者仅以受监管身份工作且不从事受监管活动，那么需要根据学校的风险评估流程和法定指南，将接受与其职责相适应的安全招聘检查。

6.2.2: Contractors 承包商

The School checks the identity of all contractors working on site and requests police checks where appropriate.

学校检查所有现场工作的承包商的身份，并在适当的情况下要求警方进行检查。

6.3: Complaints Procedure 投诉程序

The School's complaints procedure will be followed where a student or parent raises a concern about poor practice towards a pupil that does not initially reach the threshold for child protection action. Examples of poor practice include unfairly singling out a student or attempting to humiliate them, bullying or belittling a pupil or discriminating against them in some way. Such complaints are managed by Heads of Department, Housemasters, members of the Senior Management Team, and Governors.

如果学生或家长对某个学生的不良行为提出担忧，但该行为尚未达到采取儿童保护行动的程度，那么将遵循学校的投诉程序。不良行为的例子包括不公平地排挤学生或试图羞辱他们、欺凌或贬低学生或以某种方式歧视他们。此类投诉由部门主管、院舍舍监、高级管理团队成员和校董进行处理。

Complaints from staff are dealt with under the School's Complaints and Disciplinary and Grievance procedures for the relevant contractor.

员工的投诉将根据学校针对相关承包商的《投诉、纪律和申诉程序》进行处理。

6.4: If a staff member has concerns about a colleague 如果员工对同事存在疑虑

A member of staff who is concerned about the conduct of a colleague towards a child is undoubtedly placed in a difficult situation. He or she may worry that they have misunderstood the situation and will wonder whether a report could jeopardise a colleague's career. However, all staff must remember that the welfare of the child is paramount. The School's [Whistleblowing Policy](#), which is available on the School's intranet, enables members of staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

如果员工对同事对待孩子的行为存在疑虑的话，他/她无疑会陷入困境。他或她可能会担心自己误解了情况，并会怀疑进行报告是否会危及同事的职业生涯。但是，所有员工都必须记住，孩子的福利是最重要的。学校的《举报政策》可在学校的内联网上找到，它使教职员工能够在保密的情况下提出疑虑或指控，并进行敏感的调查。

All concerns of poor practice or possible child abuse by colleagues should be reported directly to the Head Mistress. If the Head Mistress is unavailable you should consider reporting to the DSL. Complaints about the Head Mistress should be reported to the Chair of Governors.

所有对不良做法或同事可能虐待儿童的担忧都应直接报告给校长。如果校长不在，员工应该考虑向儿童安全负责人报告。对校长的投诉应报告给校董会主席。

6.5: Allegations against staff 针对员工的指控

When an allegation is made against a member of staff, set procedures must be followed. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.

当对员工提出指控时，必须遵循既定程序。尽管确实会存在对事件的误解，但孩子很少做出完全错误或恶意的指控。

A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some professionals can pose a serious risk to children and we must therefore act on every allegation. Members of staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not the default option and alternatives to suspension will always be considered. In some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.

孩子也可能因为害怕说出真正的肇事者而对无辜的一方提出指控。即便如此，我们必须承认一些专业人士可能对儿童构成严重风险，因此我们必须对每一项指控采取行动。受到指控的员工有权要求公平、迅速和一致地处理针对他们的案件，并随时了解案件的进展情况。停职不是默认选项，将始终考虑停职的替代方案。在某些情况下，如果认为停职是确保儿童受到保护的最佳方式，员工可能会被停职。

Allegations against staff – including the DSL or DDSL - should be reported to the Head Mistress. If the Head Mistress is absent, allegations against all staff should be reported to the Chair of Governors.

对员工的指控，包括对儿童安全负责人或儿童安全负责人（副职）应报告给校长。如果校长不在，对所有员工的指控应报告给校董会主席。

Allegations against the Head Mistress or a member of the Governing Body should be reported to the Chair of Governors.

针对校长或校董会成员的指控应报告给校董会主席。

The full procedures and UK statutory guidance for dealing with allegations against staff can be found in KCSIE (DfE, 2021).

关于如何处理针对员工的指控，其完整程序和英国法定指南可在《保护受教育儿童的安全》（英国教育部，2021年）中找到。

Section 7: Site Safety and Security

第七部分：场地安全与安保

7.1: Site safety 场地安全

Harrow Haikou is an enclosed site. However once on the site the buildings allow access to all areas of the school during the school day. All members of the School's community are required to take responsibility for site security and remain vigilant about trespassers. The

School's Security Department provides oversight of the site and can be contacted 24/7 in the event of an emergency via the School Operations team.

海口哈罗学校是一个封闭的场地。然而在上学期期间可以从这些建筑物进入学校的所有区域。学校社区的所有成员都必须对现场安全负责，并对侵入者保持警惕。学校的安保部门负责监督现场，如果发生紧急情况，一周 7 天全天 24 小时均可以通过学校运营团队与安保部门联系。

Visitors to the School, including contractors, are required to sign in at the main gate where they will be given a visitor badge on a lanyard with safeguarding information. Subject to their position and purpose, visitors should be escorted. All visitors are expected to observe the School's safeguarding and health and safety regulations to ensure that children in the School are kept safe.

学校的访客，包括承包商，都必须在大门处签到，并获得挂在挂绳上的访客证，上面列有保护信息。应根据他们的职位和目的护送访客。所有访客都应遵守学校的保障和健康与安全规定，以确保学校儿童的安全。

7.2: Third Party use and off-site arrangements 第三方使用和场外安排

The School's facilities, particularly sporting facilities, may be hired by Third Party Users (TPUs), including children's clubs and under these arrangements the School has no control over, and assumes no liability for the conduct of individuals from TPUs. However, the School will ensure, as far as it is able, that TPUs have appropriate child protection and safer recruitment procedures in place. TPUs are also made aware of the School ground areas which are out of bounds, including specific parts of the building such as the boarding houses.

学校的设施，尤其是体育设施，可能会被第三方机构（TPU）租用，包括儿童俱乐部。在这样的情况下，学校无法控制，也不对第三方机构个人的行为承担任何责任。但是，学校将尽其所能确保第三方机构有适当的儿童保护和更安全的招聘程序。还应让第三方机构了解学校内禁止使用的地面区域，包括建筑物的特定部分，例如宿舍。

TPUs will be required to provide the School with a copy of the organisation's Child Protection Policy prior to approval being given for their use of the School's facilities and all TPUs providing activities, which involve children, will be required to sign a declaration to confirm that:

在获得批准使用学校设施之前，第三方机构将被要求向学校提供组织的儿童保护政策的副本，并且如第三方机构将提供涉及儿童的活动，那么学校将要求其签署一份声明以确认：

- the TPU has a child protection policy in place;
第三方机构制定了儿童保护政策；
- safer recruitment procedures are followed for the TPU's staff and volunteers; and
第三方机构的员工和志愿者遵循更安全的招聘程序；
- all staff and volunteers are appropriately trained in child protection and safeguarding procedures.

所有员工和志愿者都接受过儿童保护和保障程序方面的适当培训。

The Head Mistress or the DSL will be informed of any child protection allegation or incident which takes place on the School premises during use by that organisation.

校长或儿童安全负责人将被告知，该组织使用学校场地期间发生的任何儿童保护指控或事件。

7.3: Procedure for dealing with an allegation of abuse by an individual or third party user using the School's facilities 针对个人/第三方机构滥用学校设备的指控的处理程序

If an allegation of abuse is made about an adult in a TPU, the organisation's Safeguarding Officer must notify the Head Mistress or the DSL on the same day as the incident occurred or the disclosure was made, or as soon as possible. The School expects the TPU to follow its own Child Protection Policy and the Head Mistress will require confirmation that appropriate action has been taken before further use of the School's facilities will be allowed.

如果对第三方机构中的成年人提出虐待指控，该组织的儿童保护人员必须在事件发生或披露的同一天或尽快通知校长或儿童保护负责人。学校希望第三方机构遵守自己的儿童保护政策，校长将要求确认已采取适当行动，然后该机构才能进一步使用学校的设施。

7.4: External organisations who have responsibility for children on another site 在其他场地对儿童负责的外部机构

When our children attend offsite activities, including day and residential visits and work-related activities, we will check that child effective child protection arrangements are in place, as outlined in the Schools' trip risk assessments.

当我们的孩子参加校外活动时，包括走读和寄宿生校外访问以及与工作相关的活动，我们将检查是否按照学校出游风险评估中的规定，制定了有效的儿童保护安排。

7.5: Children staying with host families 住在寄宿家庭的儿童

The School may in the future make arrangements for children to stay with a host family during a foreign exchange trip or sports tour. In such circumstances the School follows the guidance in 'Keeping Children Safe in Education' (DfE, 2021), Annex C to ensure that hosting arrangements are as safe as possible.

学校未来可能会安排孩子在国外交流旅行或体育旅游期间与寄宿家庭住在一起。在这种情况下，学校会遵循附件C《保护受教育儿童的安全》（英国教育部，2021年）中的指导，以确保托管安排尽可能安全。

7.6: Photography and images on site 现场摄影和摄像

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place.

绝大多数拍摄或查看儿童照片或视频的人都是出于完全无辜、可以理解和可接受的原因。但遗憾的是，有些人却是通过拍摄或使用照片来虐待儿童，因此我们必须确保我们有一些保护措施。

To protect our children we will:

为了保护我们的孩子，我们将：

- seek parental consent for photography of our students through the School's Terms & Conditions when children are admitted to the School;
当孩子被学校录取时，将根据学校相关条款征求家长同意为我们的学生拍照；
- seek parental consent for photography of students which may be extraordinary e.g. photos of children in advertising, a staff member's portfolio of drama productions;
为学生拍摄非同寻常的照片，例如广告中的儿童照片、员工的戏剧作品集，需征得家长同意；
- demonstrate respect, care and caution when including photographs of students in Newsletters, Blogs and any other School publication; and
在新闻稿、博客和任何其他学校出版物中加入学生的照片时，应表现出尊重、关心和谨慎；
- encourage children to tell us if they are worried about any photographs that are taken of them.
鼓励孩子告诉我们他们是否担心拍摄的任何照片。

7.7: E-safety (including staff use of social media – see Appendix) 电子安全（包括员工使用社交媒体，可参见附录）

Children increasingly use mobile phones, tablets and computers on a daily basis. They are a source of fun, entertainment, communication and education. However, we know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. The Prevent Duty requires the School to safeguard vulnerable individuals from being radicalised or drawn into extremism through the internet or social media.

儿童日常使用手机、平板电脑和电脑的时间在不断增加。它们是乐趣、娱乐、交流和教育的源泉。但是，我们知道一些成年人和年轻人会使用这些技术来伤害儿童。危害范围可能从发送伤害性或辱骂性文本和电子邮件，到诱使儿童进行性危害对话、网络摄像头摄影或面对面会议。预防职责要求学校保护弱势个人避免通过互联网或社交媒体被激进化或卷入极端主义。

The School's e-safety policy is incorporated in the Student ICT Acceptable Use Policy,, which can be found on the Harrow staff portal. This explains how we try to keep children safe in School. Cyber-bullying and sexting by children, via texts and emails, will be treated as seriously as any other bullying-type behaviour and will be managed through our anti-bullying procedures. The following measures are in place to promote e-safety within the School:

学校的电子安全政策包含在《学生ICT可接受使用政策》中，该政策可在哈罗员工门户网站上找到。这解释了我们如何努力确保孩子们在学校的安全。儿童通过短信和电子邮件进行的网络欺凌和色情短信，将与任何其他欺凌类型的行为一样会受到严肃对待，并将通过我们的反欺凌程序进行处理。已准备好以下措施，以促进学校内的电子安全：

- **ICT Acceptable Use Policy** - protects all parties by clearly stating what is acceptable and what is not. Children are expected to sign up to this at the start of each academic year and before access can be given to the School's ICT facilities.

ICT 可接受使用政策：通过明确说明可接受和不可接受的内容来保护所有各方。孩子们应在每学年开始时签署此协议，然后才能使用学校的 ICT 设施。

- **Induction and Education** - all children are inducted in appropriate use of the School's ICT facilities and other aspects of this policy upon arrival. Subsequently, House Tutors remind children at the start of each academic year about their obligations and code of conduct. This is reinforced by a presentation in Houses about E-Safety.

入职和教育：所有儿童在抵达时都会被引导适当使用学校的 ICT 设施和本政策的其他方面。随后，院舍导师在每学年开始时提醒孩子们他们的义务和行为准则。在院舍关于电子安全的说明会上也会再强调这一点。

- **Monitoring** -the School will exercise its right to monitor the use of computer systems, including the monitoring of internet use, interception of e-mails and the deletion of inappropriate materials at all times. In circumstances where the School believes unauthorised use of the computer system is, or may be taking place, or the systems, or may be, being used for unlawful purposes, the School reserves the right to inform appropriate authorities and provide documentary evidence. The computer network is owned by the School and may be used by children to advance and extend their knowledge and understanding.

监控：学校将行使监控计算机系统使用情况的权利，包括随时监控互联网使用、拦截电子邮件和删除不适当的材料。如果学校认为正在或可能正在发生未经授权使用计算机系统的情况，或者该系统正被或可能被用于非法目的，学校保留通知有关部门并提供书面证据的权利。计算机网络归学校所有，孩子们可以使用它来提高和扩展他们的知识和理解力。

Members of Staff also receive advice regarding the use of social networking and electronic communication with children, which follows the guidance given in the document '*Guidance for Safer Working Practice for Adults who Work with Children and Young People*' (DfE March 2009) and the School Communications Policy.

员工还收到有关使用社交网络与儿童进行电子通信的建议，这些建议遵循文件《与儿童和青少年一起工作的成年人如何更安全工作的实践指南》（英国教育部，2009 年 3 月）和学校《通讯政策》中的相关规定。

7.7.1: Direction for staff on e-safety 员工电子安全指导

Staff should:

员工应:

- ensure that personal social networking sites are set at private and students are never listed as approved contacts;
确保个人社交网站私人化，并且永远不会添加学生为联系人；
- never use or access social networking sites of students;
切勿使用或访问学生的社交网络；
- should not take photographs of students on their personal devices;

不应在学生的个人设备上拍照；

- should not give their personal contact details to students, including their mobile telephone number;

不应向学生提供自己的个人联系方式，包括手机号码；

- only use equipment e.g. mobile phones, provided by the School to communicate with children such as on field trips and expeditions;

仅使用学校提供的手机等设备与孩子交流，例如在实地考察和出游时；

- only make contact with students for professional reasons and in accordance with the School's policy and this should be through the school's MIS:ISAMS or the school's Outlook account;

仅出于工作原因并根据学校的政策与学生联系，这应通过学校的 MIS:ISAMS 或学校的 Outlook 邮箱帐户进行；

- recognise that text messaging or social messaging should only be used as part of an agreed protocol and when other forms of communication are not possible; and

应 认识到文本消息或社交消息应仅用作商定协议的一部分，并且 应在其他形式的通信无法使用的情况下使用；

- not use internet or web-based communication channels to send personal messages to students.

不使用互联网或基于网络的沟通渠道向学生发送个人信息。

END

结束

APPENDIX A: SAFEGUARDING COMMITTEE

附录 A：保障委员会

1.1. Terms of reference 职权范围

The committee is responsible for:

委员会负责：

- The development and regular review of the school's policies and procedures with regard to Safeguarding
制定和定期审查学校有关保障的政策和程序
- The development and delivery of relevant and up-to-date safeguarding policy training for all staff
为所有员工制定和提供相关最新的保障政策培训
- Maintaining a safeguarding action plan to ensure constant reflection and improvement in operations
维护保障行动计划，以确保不断反思和改进运作方式
- Ensuring easy access to the safeguarding policies, procedures and guidance for all staff
确保所有员工都能轻松获得保护政策、程序和指南

The committee meets, as a minimum, once every term.

委员会至少每学期开会一次。

APPENDIX B: INFORMATION FOR PARENTS

附录 B：家长须知

Child Protection: Safeguarding Students – Information for Parents

儿童保护：保护学生 - 家长须知

Harrow Haikou aims to safeguard and promote the welfare of the children in its care and protect them from serious harm. This applies to the boarding and day environment and all the activities the School undertakes. Staff and volunteers are vetted for their suitability to work with children prior to appointment. They receive training in safeguarding and child protection. They will report any concerns in accordance with official local safeguarding procedures. The School has a Child Protection and Safeguarding Policy, which is regularly reviewed and this is available on the School's website. ^[1]_{SEP}

海口哈罗学校旨在保障和促进其所照管儿童的福利，保护他们免受严重伤害。这适用于寄宿生和走读生以及学校开展的所有活动。员工和志愿者在任命前会接受审查，确保其可以与儿童一起工作。他们会接受保障和儿童保护方面的培训。他们将根据当地官方保护程序报告任何疑虑。学校已制定了一项《儿童保护和保障政策》，该政策会定期进行审查，可在学校网站上查阅。

It is important for parents to be aware that:

对于父母而言，需要意识到以下事项至关重要：

- Staff and volunteers in the School have a duty to report concerns about a child, whether this means the child may be in need of additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of harm. There are four categories of abuse: physical, sexual, emotional, neglect.

学校的员工和志愿者有责任报告针对孩子的担忧，不管是关于孩子可能需要某种额外的支持或帮助，或者是认为孩子可能受到虐待或存在被伤害的风险。虐待分为四类：身体虐待、性虐待、情感虐待、忽视。

- In some cases the School is obliged to refer cases to external agencies so that a child's needs are assessed and to consider whether an investigation into possible child abuse is required. In many cases there will already have been discussions between the School and the parents of a child, and the situation and concerns will not come as a surprise to the parents. However, parents may not be told that the School has referred their child to external agencies if it is thought that this might either put the child at risk or it is in the best interests of the child for the parents not to be told.

在某些情况下，学校有义务将案件提交给外部机构，以便评估孩子的需求并考虑是否需要可能的虐童事件进行调查。在许多情况下，学校和孩子的家长之间已经进行了沟通，这种情况和担忧不会让家长感到意外。但是，如果认为告知家长可能会使孩子处于危险之中、或不告知家长符合孩子的最大利益，则学校可能不会告知家长，学校已将他们的孩子转交至外部机构。

- If you think your child may have been abused you can contact the School for support and advice. If you think the abuse may have happened in School (or during expeditions or extra-curricular activities), you should contact the DSL. If the allegation of abuse involves a member of staff you should contact the Head Mistress directly, or if the Head Mistress herself is involved, the Governor responsible for Safeguarding, Debra Price.

如果您认为您的孩子可能受到虐待，您可以联系学校寻求支持和建议。如果您认为虐待可能发生在学校（或在出游或课外活动期间），您应该联系儿童保护负责人。如果虐待指控涉及员工，您应该直接联系校长，或者如果涉及校长本人，您可以联系负责保障的校董 Debra Price。

- If members of the School's staff need to express concerns about a child and refer a child to the DSL, it is understood that this can cause distress for the child's parents. It is important that all parties – parents and members of the School's staff – try to discuss these matters as calmly and sensibly as possible.

如果学校员工需要表达对孩子的担忧并将孩子转介到儿童保护负责人，我们理解这可能会给孩子的父母带来困扰。重要的是包括家长和学校员工的所有各方尽量冷静和理智地讨论这些问题。

- Senior School Prefects are given basic training in Child Protection at the start of the academic year.

在学年开始时，高年级级长将接受儿童保护方面的基本培训。

APPENDIX C STAFF SOCIAL MEDIA USE

附录 C 员工社交媒体使用

A. PURPOSE AND PRINCIPLES 目的和原则

1. To provide guidelines for the use of social media by school employees.

为学校员工提供使用社交媒体的指南。

2. It is crucial that pupils, parents and the general public have confidence in the school's decisions and standards. The principles set out in this policy are designed to ensure that staff members use social media responsibly so that confidentiality of pupils and other staff and the reputation of the school are safeguarded.

学生、家长和公众对学校的决定和标准有信心是至关重要的。本政策中规定的原则旨在确保教职员员工负责任地使用社交媒体，从而保护学生和其他教职员员工的信息保密以及学校的声誉。

3. The school recognizes – embraces even – the potential of social media and other Web 2.0 technologies to impact positively on education and the workplace.

学校认识到，甚至接受社交媒体和其他 Web 2.0 技术对教育和工作场所可能产生的积极影响。

4. Nonetheless, there are pitfalls. This policy aims to draw attention to these and to guide staff appropriately so that their use of social media is judicious and edifying.

尽管如此，社交媒体仍有不利影响。该政策旨在引起对这些问题的关注，并适当地指导员工，使他们理智使用社交媒体，并对学生有指导意义。

5. Not least, staff members must be conscious of the need to keep their personal and professional lives separate at all times. The unique context within which we operate in Harrow Beijing can blur some of these lines. Staff, spouses and dependents are expected to be appropriately mindful of this complexity.

尤其重要的是，员工必须意识到需要始终将个人生活和职业分开。我们在学校的独特运营环境可能会模糊其中的一些界限。员工、配偶和家属应适当注意这种复杂性。

B. SCOPE 范围

1. This policy applies to Harrow Haikou teaching and other staff employed directly by the School, their spouses, partners and dependents, external contractors providing services on behalf of the school (such as school trip/expedition external providers, PCS, consultants, “chaperones”, etc.), teacher trainees and other trainees, volunteers and other individuals who work for or provide services on behalf of the school. These individuals are collectively referred to as ‘staff members’ in this policy. Essentially, if you are an adult on campus, whether employed or not by the School, this policy applies to you.

本政策适用于学校直接聘用的海口哈罗学校教职员员工、其配偶、合作伙伴和家属、代表学校提供服务的外部承包商（如学校旅行/考察项目的外部提供者、PCS、顾问、陪护人员等）、教师实习生和其他实习生、志愿者和其他代表学校工作或提供服务的个人。这些个人在本政策中统称为“员工”。从本质上讲，如果您是校园内的成年人，无论是否受雇于学校，本政策都适用于您。

2. This policy covers personal use of social media as well as the use of social media for official school purposes, including sites hosted and maintained on behalf of the school.

本政策涵盖个人使用社交媒体以及出于学校官方目的而使用社交媒体的情况，包括代表学校托管和维护的网站。

3. Harrow Haikou could be held vicariously responsible for acts of their employees in the course of their employment. For example, staff members who harass students, parents, co-workers online or who engage in cyber bullying or discrimination on the grounds of race, sex, disability, etc. or who defame a third party while at work may render Harrow Haikou liable to the injured party.

海口哈罗学校可对其员工在受雇过程中的行为承担替代责任。例如，员工在网上骚扰学生、家长、同事，或以种族、性别、残疾等为由进行网络欺凌或歧视，或在工作中诽谤第三方，可能会使海口哈罗学校承担对受害方的责任。

C. SPECIFIC GUIDANCE 具体指导

1. As in all your interactions with others, whether on or offline, be professional, responsible and respectful.

在与他人的所有互动中，无论是线上还是线下，都要表现出专业、负责和尊重的态度。

2. When using social media, be conscious at all times of the need to keep your personal and professional life separate. You should not put yourself in a position where there is a conflict between your work for the School and your personal interests. Err on the side of caution.

使用社交媒体时，请始终意识到需要将个人生活和职业分开。您所做的事情不应该导致您在校的工作与您的个人利益发生冲突。请谨慎行事。

3. You must not engage in activities involving social media which might bring Harrow Beijing into disrepute.

您不得参与可能会损害哈罗学校声誉的社交媒体活动。

4. You must not represent your personal views as those of Harrow Beijing on any social medium.

您不得在任何社交媒体上代表哈罗学校发表您的个人观点。

5. You must not discuss personal information about Harrow Beijing pupils, staff and other professionals you interact with as part of your job on social media.

您不得在社交媒体上讨论哈罗学校的学生、教职员工和您在工作中有互动的其他专业人士的个人信息。

6. You must not use social media and the internet in any way to attack, insult, abuse or defame pupils, their family members, colleagues, other professionals, other organisations or Harrow Haikou as an institution.

您不得以任何方式使用社交媒体和互联网攻击、侮辱、辱骂或诽谤学生、学生家人、同事、其他专业人士、其他组织或海口哈罗学校。

7. You must be accurate, fair and transparent when creating or altering online sources of information on behalf of Harrow Haikou.

在代表海口哈罗学校创建或更改网络信息源时，您必须准确、公平和透明。

8. Staff members must not edit open access online encyclopedias such as Wikipedia in a personal capacity at work. This is because the source of the correction will be recorded as the employer's IP address and the intervention will, therefore, appear as if it comes from the Harrow Haikou itself.

员工不得在工作中以个人身份编辑维基百科等可公开获取的在线百科全书。这是因为更正的来源将被记录为雇主的 IP 地址，因此看起来好像是海口哈罗学校进行的编辑。

9. Staff must not upload any content regarding Harrow Haikou students and parents to their own personal social media accounts.

员工不得将任何有关海口哈罗学校学生和家长的內容上传到自己的个人社交媒体账户。

D. PERSONAL USE OF SOCIAL MEDIA 社交媒体的个人使用

1. Staff members must not identify themselves as employees of Harrow Haikou or service providers for the school in their personal web space (use of professional web space such as LinkedIn is up to the user's discretion, keeping in mind that anyone such as parents, students and colleagues can access your profile). This is to prevent information on these sites being linked with the School and to safeguard the privacy of staff members, particularly those involved in providing sensitive front line services.

员工不得在其个人网络空间中将自己标识为海口哈罗学校的员工或学校的服务提供商（使用领英等职业网站由用户自行决定，请记住，任何人，如家长、学生和同事都可以访问您的个人资料）。这是为了防止这些网站上的信息与学校链接，并保护员工的隐私，特别是那些参与提供敏感一线服务的人员。

2. Staff members must decline 'friend requests' from current pupils they receive in their personal social media accounts.

员工必须拒绝他们在个人社交媒体帐户中收到的当前学生的“好友申请”。

3. Staff members must not 'check in' or tag their photos/videos at Harrow Haikou (this includes, but is not limited to, Facebook, Instagram, Twitter, Pinterest).

员工不得在海口哈罗学校“签到”或标记其照片/视频（包括但不限于 Facebook、Instagram、Twitter、Pinterest）。

4. Harrow Haikou only permits limited personal use of social media while at work. Staff members are expected to devote their contracted hours of work to their professional duties. Personal use of the internet or social media should not occur during contact time (for teachers and teacher assistants). Caution is advised when inviting work colleagues to be 'friends' on personal social networking sites. Consider carefully the amount of personal information you want to disclose to those you work with on a daily basis.

海口哈罗学校仅允许个人在工作时有限地使用社交媒体。员工应将其合同规定的工作时间投入到他们的专业职责中。在与家长联络期间，（教师和助教）不应个人使用互联网或社交媒体。在邀请同事成为个人社交网站上的“朋友”时，建议谨慎行事。请仔细考虑您希望向同事披露的个人信息量。

5. Staff members are strongly advised to ensure that they set the privacy levels of their personal sites as strictly as they can and opt out of public listings on social networking sites in order to protect their own privacy. For Facebook we have set up this document to help staff – though things change regularly, please check.

强烈建议员工确保尽可能严格地设置个人网站的隐私级别，并选择退出社交网站上的公开列表，以保护自己的隐私。对于 Facebook，我们制定了本文件以帮助员工，尽管情况会定期变化，请查看本文件。

E. COMMUNICATION 沟通

1. School email addresses and other official contact details must not be used for setting up personal social media accounts or to communicate through such media. The use of a School email addresses to create or join a School sanctioned social media site is, however, appropriate. Staff should refer to the Staff Code of Conduct.

学校电子邮件地址和其他官方联系方式不得用于设置个人社交媒体帐户或通过此类媒体进行交流。但是，使用学校电子邮件地址创建或加入学校认可的社交媒体网站是合适的。员工应参考《员工行为守则》。

2. On leaving the service of Harrow Haikou, staff members must not contact Harrow Haikou's current pupils by means of personal social media sites. Similarly, staff members must not contact current pupils from their former schools by means of personal social media unless they are family-related/close friends with parents. You are advised to maintain professional conduct while communicating with former students for work or personal reasons

从海口哈罗学校离职的员工不得通过个人社交媒体网站联系海口哈罗学校在校学生。同样，员工不得通过个人社交媒体联系以前学校的在校学生，除非他们与父母是家庭相关/亲密朋友。出于工作或个人原因与以前的学生交流时，建议您保持职业操守。

3. Staff members must not have any contact with pupils' family members through personal social media if that contact is likely to constitute a conflict of interest or call into question objectivity.

员工不得通过个人社交媒体与学生的家人有任何联系，如果这种联系可能构成利益冲突或被质疑客观性。

4. Staff members must not have contact through any personal social medium with any current pupils, whether from Harrow Haikou or any other school, unless it is for professional contact or the pupils are family members.

员工不得通过任何个人社交媒体与任何来自海口哈罗学校或任何其他学校的在校学生进行接触，除非是出于专业联系或学生是其家庭成员。

5. If staff members wish to communicate with pupils through social media sites or to enable pupils to keep in touch with one another, they may only do so with the approval of the School and through official school sites created according to the requirements in the Appendix.

如果教职员希望通过社交媒体网站与学生交流或让学生相互保持联系，他们只能在获得学校批准之后，并使用按照附录要求所创建的官方学校网站进行联系。

6. Staff members using social networking tools to support professional practice must thoroughly research the privacy settings, follower options and linking opportunities of the proposed social medium and ensure the safety and reputation of the school, and those associated with it, as outlined within this policy.

员工如需要使用社交网络工具支持专业实践，必须彻底研究该社交媒体的隐私设置、关注者选项和链接机会，并根据本政策所述，确保学校及其相关人员的安全和声誉。

F. PHOTOGRAPHS, VIDEOS 照片和视频

Photographs, videos or any other types of image of pupils must not be uploaded onto personal social media unless family consent has been given. For example if your child is friends with a fee-paying student whose parents have agreed to the upload of pictures of the children, then this is acceptable. If not, then it is not.

除非得到家人的同意，否则不得将学生的照片、视频或任何其他类型的图像上传到个人社交媒体上。例如，如果您的孩子是在读学生的朋友，而该学生的父母已同意上传孩子的照片，那么这是可以接受的。如果不是这种情况，那么则不允许上传。

1. Staff may often find themselves organizing events at which parents wish to take photographs of children. We do not prevent parents from doing this – indeed we encourage it: childhood is fleeting and special. The principal exception to this liberal approach to photography is around the swimming pool and in any other areas of the school where children may be in partial states of dress (signs are often posted in such areas). Nonetheless, we advise staff to read out this statement, or something very similar, before a given event begins:

员工可能经常会组织一些活动，父母希望在这些活动中为孩子拍照。我们不会阻止父母这样做，事实上我们鼓励这样做，因为童年是短暂而特别的。这种自由摄影方式不得发生在游泳池周围和学校的任何其他孩子仅穿着部分衣物的区域（通常在这些区域会张贴标志）。尽管如此，我们建议员工在这类活动开始之前，宣读以下声明或进行类似通知：

Please do not take photographs during today's proceedings. However we ask that, as a matter of courtesy, you do not post photographs of other people's children onto publicly accessible sites unless you have actively sought permission to do so.

请务必在今天的活动期间拍照。但是，出于礼貌，我们要求您不要将他人孩子的照片发布到可公开访问的网站上，除非您已主动寻求许可。

2. We do not proscribe the taking of photographs and videos on a personal device (special moments that merit capturing often occur at unexpected moments), however we ask that staff delete such photos from their devices and any personal cloud storage within 72 hours of being connected to the School network.

我们不会禁止在个人设备上拍摄照片和视频（值得捕捉的特殊时刻往往发生在意想不到的时刻），但我们要求员工在拍摄后 72 小时内，从他们的设备和任何连接到学校网络的个人云存储工具中删除此类照片。

G. EXAMPLES OF DO'S AND DON'TS (for further clarification) 应该做和不应该做的例子（为进一步说明）

DO:

可以做的事情：

- Take a photo of your own child winning an award
拍摄自己孩子获奖的照片
- Take a photo of Harrow Lake with captions "It's a beautiful day!"
拍摄哈罗湖的照片，上面写着“这是美好的一天！”
- Use your Harrow email account to communicate with students at their Harrow email account
使用您的哈罗电子邮件帐户，并通过该帐户与学生交流
- Use your school-sanctioned social media account to post asynchronously about off-site trips and events
使用您学校认可的社交媒体帐户不同时发布有关校外旅行和活动的信息

DON'T:

不可以做的事情：

- Take a photo of your class in school or on a school trip and upload it on social media, whilst indicating the location of where the picture has been taken
在校或在学校旅行期间为您的班级拍照，并上传到社交媒体，同时标明照片的拍摄地点
- Take a photo of Harrow students and 'check in' or indicate that you are at Harrow Haikou or elsewhere
为哈罗学生拍照并“签到”或表明您在海口哈罗学校或其他地方
- Use social media (such as Facebook, Instagram, Twitter, YouTube, etc) or chat (iMessage, WhatsApp, SnapChat, LINE, etc) to communicate with students for non-professional purposes or in ways which contravene safeguarding best practice.
使用社交媒体（如 Facebook、Instagram、Twitter、YouTube 等）或聊天工具（iMessage、WhatsApp、SnapChat、LINE 等）出于非专业目的或以违反保护最佳实践的方式与学生交流。

H. CHILD PROTECTION AND SOCIAL MEDIA 儿童保护和社交媒体

1. Any images of students that are of sexual nature, whether distributed on social media or stored privately, are child abuse images (child pornography). Staff who are aware of any student possessing such images should confiscate the device that contains the images and immediately report this to the relevant DSL.

任何具有性特征的学生照片，无论是在社交媒体上发布还是私下存储，均属于虐童图片（儿童色情）。员工如知道任何学生拥有此类图片，应没收包含该图片的设备，并立即向相关儿童保护负责人报告。

2. Any member of staff found in possession of such images will immediately be referred to the authorities where criminal proceedings will begin.

任何被发现拥有此类图片的员工将立即被移交给刑事司法机关。

3. Please refer to our Safeguarding policy for further clarification.

请参阅我们的保障政策以获得进一步说明。

I. USING SOCIAL MEDIA ON BEHALF OF HARROW HAIKOU 代表海口哈罗学校使用社交媒体

1. Staff members can only use officially sanctioned school social media tools for communicating with pupils or to enable pupils to communicate with one another. Staff must follow the procedures outlined in the Appendix when setting up these accounts.

员工只能使用官方认可的学校社交媒体工具与学生交流或让学生相互交流。员工在设置这些账户时必须遵循附录中列出的程序。

2. There must be a strong pedagogical or business reason for creating official school social network sites to communicate with pupils or others. Staff must not create sites for trivial reasons which could expose the School to unwelcome publicity, unsuitable material, or damage its reputation

创建官方学校社交网站以与学生或其他人交流，必须有强有力的教学或商业理由。员工不得以可能使学校不受欢迎的宣传、不合适的材料或损害其声誉的原因创建网站

3. Official school sites must be created according to the requirements specified in the Appendix of this document. Sites created must not breach the terms and conditions of social media service providers, particularly with regard to minimum age requirements. Staff members must not mention names or

places when posting photographs. If posting a photograph of a student, they must not be posted at the time of the event nor specify location.

必须根据本文件附录中规定的要求创建官方学校网站。创建的网站不得违反社交媒体服务提供商的条款和条件，特别是在最低年龄要求方面。员工在发布照片时不得提及姓名或地点。如果发布学生的照片，则不得在活动发生时发布，也不得指明具体位置。

4. Staff members must at all times act in the best interests of children and young people when creating, participating in or contributing content to social media sites. We are responsible for the safeguarding and protection of children.

员工在创建、参与或向社交媒体网站提供内容时，必须始终以儿童和青少年的最大利益为出发点。我们有责任保障和保护儿童。

J. BREACHES OF POLICY 违反政策

1. Any breach of this policy may lead to disciplinary action being taken against the staff member/s involved, in line with Harrow Haikou disciplinary policy and procedures.

根据海口哈罗学校纪律处分政策和程序，任何违反本政策的行为都可能导致对相关员工采取纪律处分。

2. A breach of this policy leading to breaches of confidentiality, or defamation or damage to the reputation of Harrow Haikou or any illegal acts or acts that render Harrow Beijing liable to third parties may result in disciplinary action.

违反本政策导致违反保密规定、诽谤或损害海口哈罗学校名誉或使哈罗北京对第三方承担责任的行为可能导致纪律处分。

K. SOCIAL MEDIA SITE CREATION APPROVAL FORM 社交媒体网站账户创建批准表

Use of social media on behalf of Harrow Haikou must be approved prior to setting up sites. It is vital that staff members wishing to use social networking tools to support their professional role properly research the security and privacy settings of the proposed medium in order to ensure the safety, security and reputation of Harrow Haikou and its community. Please find the form attached to this policy.

代表海口哈罗学校使用社交媒体必须在建立账户之前获得批准。希望使用社交网络工具来支持其专业职能的员工必须正确研究该社交媒体的安全和隐私设置，以确保海口哈罗学校及其社区的安全、安保和声誉。请查阅本政策所附表格。

APPENDIX D – INTIMATE CARE POLICY

附录 D – 贴身护理政策

1. Policy Statement 政策声明

This policy applies to staff with responsibilities for the intimate care of children at Harrow Haikou. This policy outlines the guidelines for best practice.

本政策适用于海口哈罗学校负责儿童贴身照料的员工。本政策概述了最佳实践指南。

Intimate personal care includes hands-on physical care in personal hygiene, and physical presence or observation during such activities.

个人贴身护理包括个人卫生方面的实际身体护理，以及在进行此类活动期间需要暴露身体或对身体进行观察。

Intimate personal care tasks can include:

个人贴身护理工作可以包括：

- body bathing other than to arms, face and legs below the knee.
对胳膊、脸和膝盖以下的腿部进行身体清洁。
- toileting, wiping and care in the genital and anal areas.
生殖器和肛门区域的如厕帮助、擦拭和护理。
- dressing and undressing.
穿衣和脱衣。
- application of medical treatment, other than to arms, face and legs below the knee
对胳膊、脸和膝盖以下的腿部进行医疗处理
- supporting with the changing of sanitary protection
支持卫生防护的变革

This policy and the provision's practices will be reviewed periodically.

将定期审查本政策和规定中的做法。

Harrow Haikou is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Harrow Haikou recognises that all children need to be treated with respect when intimate care is given. No child should be attended to in such a way as to cause distress, discomfort or pain.

海口哈罗学校致力于确保所有负责儿童贴身护理的员工始终以专业的态度履行职责。海口哈罗学校认识到，在给予贴身照顾时，所有儿童都需要受到尊重。不应以引起痛苦、不适或疼痛的方式照顾任何儿童。

Intimate care is discussed with all employees involved in the intimate care of children. Staff receive regular supervision and appraisals, which are used to identify any areas for development or further training.

与所有参与儿童贴身护理的员工讨论贴身护理。员工接受定期监督和评估，用于确定任何需要制定相关规则或进一步培训的方面。

2. Our approach to best practice 我们的最佳实践

All aspects of intimate care need to be carefully planned and consistently carried out. The child who requires intimate care is treated with respect at all times. The child's welfare, dignity and right to privacy are of paramount importance.

贴身护理的各个方面都需要仔细规划并始终如一地进行。需要贴身护理的孩子在任何时候都应受到尊重。儿童的福利、尊严和隐私权至关重要。

Each child should be involved in their intimate care and should therefore be supported to achieve the highest level of autonomy. However, age and abilities of each child need to be taken into consideration. Staff should allow all children to be as independent as possible. This may mean giving the child responsibility for removing their clothes or cleaning themselves. All adults involved in intimate care tasks should inform the child about all actions carried out throughout. Only adults that are known to the child will be tasked with intimate care responsibilities.

每个孩子都应该参与到他们的贴身护理中，因此应该得到支持，以实现最高程度的自主权。但是，需要考虑每个孩子的年龄和能力。员工应让所有儿童尽可能独立。这可能意味着让孩子可以自己脱掉衣服或清洁自己。所有参与贴身护理工作的成年人都应告知孩子自始至终将进行的所有动作。并且只有孩子认识的成年人才能承担贴身护理的责任。

Individual intimate care plans will be drawn up if required by individual circumstances.

如果某个个体有需要，将制定个人贴身护理计划。

Parents should be informed about the intimate care given to their child.

应告知父母对孩子的贴身护理行为。

Each child's right to privacy will be respected. Individual care tasks will be carried out in our toilet areas which are separate from the learning areas but still visible to other staff. Staff should carefully consider and regularly review individual situations to determine how many adults may need to be present during intimate care tasks. Should it be deemed necessary for more than one adult to be present, appropriate reasons to be given and recorded.

每个孩子的隐私权都将受到尊重。个人护理工作将在我们的厕所区域进行，这些区域与学习区域分开，但其他员工仍然可以看到。员工应仔细考虑并定期审查个体情况，以确定在贴身护理工作期间可能需要多少成年人在场。如果认为有必要超过一名成年人在场，应给出并记录适当的理由。

Any incidents occurring during intimate care should be immediately reported to the line manager. Such incidents might be:

在贴身护理期间发生的任何事件都应立即报告给直线经理。此类事件可能是：

- Staff accidentally hurting a child
员工不小心伤害了孩子
- The child seemed sore or unusually tender in the genital area
孩子的生殖器区域似乎疼痛或异常容易觉得疼痛
- The child misunderstood or misinterpreted something
孩子误解或误会了某事
- The child had a very strong emotional reaction without apparent cause (sudden shouting or crying)
孩子在没有明显原因的情况下有非常强烈的情绪反应（突然大喊大叫或哭泣）

All staff must ensure that they protect themselves by following these guidelines.

所有员工都必须确保遵守这些准则来保护自己。

- Always tell another member of staff when you are doing a change or accompanying a child to the toilet

当您给学生换衣服或陪孩子上厕所时，一定要告诉另一位员工

- Always ensure that a child's privacy is protected

始终确保儿童的隐私受到保护

- Always ensure that you are visible to other members of staff

始终确保您可以让其他员工看见

3. Safeguarding 保障

Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. (EYFS 2014)

当孩子们健康、安全和有保障时，当他们的个人需求得到满足时，当他们的照顾他们的成年人建立积极的关系时，他们的学习效果最好。（英国早期教育体系EYFS 2014年）

All children will be taught personal safety skills carefully matched to their level of development and understanding.

所有孩子都将学习与他们的发展和理解水平相匹配的个人安全技能。

All staff have a duty to be aware that abuse does occur. Due to the many hours of care that we provide, our staff will often be the first to notice any problems; they may also be the first people in whom children confide about abuse.

所有员工都有责任意识到虐待确实会发生。由于我们提供长时间的护理，我们的员工通常会最先发现任何问题，员工也可能是儿童倾诉被虐待处境的首选对象。

Harrow Haikou's Safeguarding Policy lays out the procedures that must be followed if staff have any reason to believe that a child in their care is subject to emotional, physical or sexual abuse or neglect.

如果员工有任何理由相信他们照顾的孩子受到情感、身体或性虐待或忽视时，海口哈罗学校的保障政策规定了他们必须遵循的程序。

Our first responsibility must be the welfare of the child and we have a duty to children, parents/carers and staff to act quickly and responsibly to any instance that comes to our attention.

我们的首要责任必须是儿童的福利，我们有责任对儿童、父母/看护人和员工迅速采取负责任的行动，以应对我们注意到的任何情况。

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount.

如果孩子因受到具体某个员工的照顾而感到苦恼或不满意，我们将对此事进行调查并记录结果。作为此过程的一部分，我们将尽快联系父母/看护人以达成解决方案。在问题得到解决之前，将更改人员配备时间表，以便孩子的需求仍然是最重要的。

If a child makes an allegation against a member of staff, all necessary procedures will be followed.

如果孩子对员工提出指控，将遵循所有必要的程序。

4. Children wearing nappies 穿着尿布的儿童

Should parents raise safeguarding concerns due to students wearing nappies, staff should provide a copy of the Intimate Care Policy and the Safeguarding Policy outlining the school's procedures regarding this matter.

如果家长因学生穿着尿布而提出保护问题，员工应提供一份《贴身护理政策》和《保护政策》的副本，其中概述了学校在此问题上的程序。

All children should be supported and encouraged to begin using the toilets independently unless there is a significant developmental reason for a delay in this area.

应支持和鼓励所有儿童开始独立使用厕所，除非有重要的发育原因导致该方面需要延迟。

Parents are responsible to provide nappies, wipes, and creams. HBJ will provide plastic bags, gloves, a bin and liners.

父母有责任提供尿布、湿巾和身体乳。学校将提供塑料袋、手套、垃圾箱和衬垫。

5. Health and Safety 健康和安全

Staff should always wear gloves when dealing with a child who is bleeding, soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with liner).

处理流血、弄脏的孩子或更换弄脏的尿布时，员工应始终戴手套。任何污染的废物都应放入可密封的聚乙烯废物处理袋中。然后应该将这个袋子放在垃圾箱中（配有衬垫）。

6. Special needs 特殊需求

Children with special needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered and provided for appropriately. If the circumstances require an individual intimate care plan, it should be drawn up and discussed with the child, those with parental responsibilities and the organization. This should be reviewed on a termly basis.

有特殊需要的儿童在接受贴身护理时享有同样的安全和隐私权。必须考虑并适当地提供可能由身体残疾或学习困难引起的其他脆弱方面。如果需要个人的贴身护理计划，则应与孩子、有父母责任的人和组织一起制定和讨论该计划。每学期需应该进行审查。

Regardless of age and ability, the views and/or emotional responses of children with special needs should be actively sought.

无论年龄和能力如何，都应积极征求有特殊需要儿童的意见和/或情绪反应。

Guidance to safeguard children and staff with regard to situations which may lend themselves to allegations of abuse (e.g. physical contact, changing clothes)

在可能导致虐待指控的情况下保护儿童和员工的指南（例如身体接触、换衣服）

7. Physical Contact 身体接触

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact.

所有从事儿童和青少年护理和教育的员工都需要谨慎进行身体接触。

At Harrow Haikou Early Years we care for very young children. There will be times when staff are required to have close physical contact with a child. It is also important for the children to feel safe, secure and loved in their environment. We understand that children can react differently to physical contact and we respect this.

在海口哈罗幼儿园，我们照顾年幼的孩子。有时员工需要与儿童进行密切的身体接触。让孩子们在所处环境中感到安全、有保障和被爱也很重要。我们了解儿童对身体接触的反应可能不同，我们尊重这一点。

The expectation is that staff will work in 'limited touch' cultures and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, will be of limited duration and will be appropriate given their age, stage of development and background.

我们期望员工在“有限接触”的文化中工作，并且当与学生进行身体接触时，应满足学生当时的需求，持续时间应有限度，并且符合他们的年龄、发展阶段和背景。

It should always be the child who instigates any sort of physical contact such as cuddles. If a child is very upset then the adult must ask the child if they want a cuddle. Children should not be kissed by staff under any circumstances.

始终由孩子发起任何形式的身体接触（例如拥抱）。如果孩子非常沮丧，那么大人必须询问孩子是否想要一个拥抱。在任何情况下，员工都不应亲吻儿童。

Children in Pre-Nursery may require nappy changing and help on a regular basis. Children in Nursery and Reception, once able to use a toilet independently, should not receive frequent or regular help with toileting unless they have an intimate care plan in place. If an adult needs to assist a child from these year groups with intimate care, then they should inform the parents that they have done so.

学前班的孩子可能需要定期更换尿布和帮助。托儿所和学前班的儿童一旦能够独立使用厕所，则不应接受频繁或定期的如厕帮助，除非他们有贴身护理计划。如果成年人需要帮助这些年级的孩子进行贴身护理，那么他们应该告知父母他们已经这样做了。

Staff should be aware that even well intentioned physical contact might be misconstrued directly by the child, an observer or by anyone the action is described to. Staff must therefore always be prepared to justify actions and accept that all physical contact will be open to scrutiny.

员工应该意识到，即使是善意的身体接触也可能会直接被儿童、观察者或被描述行为的任何人误解。因此，员工必须时刻准备好证明行动的正当性，并接受所有身体接触都将受到审查的事实。

Physical contact which is repeated with an individual child or young person is likely to raise questions unless the justification for this is formally agreed by the child, the organization and those with parental responsibility.

与个别儿童或青少年重复的身体接触可能会引发问题，除非儿童、组织和负有父母责任的人正式同意这样做的理由。

Children with special needs may require more physical contact to assist their everyday learning. The general culture of 'limited touch' will be adapted where appropriate to the individual requirements of each child. The arrangements must be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and be open to scrutiny and review. Wherever possible, consultation with the line manager should take place if any deviation from the arrangements is anticipated. Any deviation and the justification for it should be reported.

有特殊需要的儿童可能需要更多的身体接触来帮助他们的日常学习。“有限接触”的一般文化将根据每个孩子的个人要求进行适当调整。这些安排必须得到所有相关人员的理解和同意，根据孩子的需要证明是合理的。且需要始终如一地贯彻这些安排，并接受审查。如有可能，如果预计情况与已有安排存在任何差异，应与直线经理协商。应报告相关的任何差异及其理由。

Extra caution may be required if a child has suffered previous abuse or neglect. In the child's view, physical contact might be associated with such experiences and lead to staff being vulnerable to accusations of abuse. Staff also need to be aware that, occasionally, such children display needy behaviour and will seek out inappropriate physical contact. Should such circumstances arise, staff

should deter the child without causing a negative experience. Ensuring that other members of staff observe any interactions with the child, will help to protect staff from any abuse allegations.

如果孩子曾遭受过虐待或忽视，则可能需要格外小心。在孩子看来，身体接触可能与这种经历有关，并导致员工容易受到虐待指控。员工还需要意识到，这些孩子偶尔会表现出需要帮助的行为，并会寻求不适当的身体接触。如果出现这种情况，员工应在不造成负面体验的情况下阻止孩子。确保其他员工可以观察到您与儿童的任何互动，将有助于保护员工免受任何虐待指控。

8. SUPERVISION OF CHANGING ROOMS 更衣室的监督

These guidelines should be read in conjunction with the school's Safeguarding Policy and the guidelines on Intimate Care. Changing for PE can cause anxiety for some pupils, can influence their perception of the subject and determine whether it is an enjoyable and positive experience. The concern caused by changing can influence a pupil's participation and lead to a variety of avoidance strategies.

这些指南应与学校的保障政策和贴身护理指南一起阅读。体育课前更衣可能会导致一些学生焦虑，会影响他们对活动主题的看法，并想要确定这是否是一种愉快和积极的体验。更衣引起的担忧会影响学生的参与度并导致学生采取各种回避策略。

For staff there can be confusion and/or worry about supervision and how it accords with safer working practice. There can be a tension between the need to ensure that bullying or teasing does not occur and the risk of being accused of acting inappropriately or even being perceived as someone who might pose a sexual risk to children.

对于员工来说，可能会对监管以及自身行为如何符合更安全工作做法感到困惑和/或担心。员工需要确保不发生欺凌或学生不被取笑的情况，但是可能会被指控行为不当，甚至被视为可能对儿童构成性风险的人，这种需要和风险之间可能会存在矛盾。

General Guidance 一般指导

1. Adults must always change or shower privately - never in the same space as children.
成人必须始终私下更衣或淋浴，切勿与儿童在同一空间。
2. For students in Years 3 and above designated single sex changing rooms or areas must be used. For swimming lessons, single sex changing rooms are used for Year 1 and above.
对于 3 年级及以上的学生，必须使用指定的单一性别更衣室或区域。对于游泳课程，一年级及以上使用单一性别更衣室。
3. All adults should avoid just standing in the changing room watching pupils, or repeatedly going in and out without good reason.
所有成年人都应避免站在更衣室里只是看着学生，或无故反复进出。
4. When supervising students from outside the changing rooms, clear systems/rules must be established so students are clear about expectations of their conduct while they are unsupervised.
在更衣室外监督学生时，必须建立明确的系统/规则，以便学生在无人监督的情况下清楚对自己行为的要求。
5. For after school activities parents/carers are not allowed in changing rooms and staff must be vigilant to this except in the case of students in Reception to Year 2 who are unable to dress themselves. These students are allocated to a designated 'Parents and Children' changing room.
针对放学后的活动，家长/看护人不得进入更衣室，员工必须对此保持警惕，除非是学前班至2年级的学生无法穿衣。这些学生被分配到指定的“家长和孩子”更衣室。

6. In Year 3 to Year 11, supervising adults should remain in close proximity to the room so that students are aware. Students should know that the adults will enter the room if necessary (in response to a disturbance for example).

针对 3 年级至 11 年级的学生，监督的成人应留在房间附近，以便学生注意。学生应该知道，如果有必要，成年人会进入房间（例如应对干扰）。

7. Where student privacy is not compromised, the door of changing rooms should be left slightly ajar. If there is a need for adults to enter the room it is recommended they should alert pupils to this by announcing it (e.g. a countdown) to give them the opportunity to cover up if they want to.

在不损害学生隐私的情况下，更衣室的门应稍微半开。如果成人需要进入房间，建议他们通过明示（例如倒计时）来提醒学生注意这一点，让他们有机会在愿意时进行遮掩。

8. Pupils who express disquiet or concern about the behaviour of a member of staff should be listened to and appropriate enquiries conducted by the relevant Head of School.

对员工的行为表示不安或担忧的学生，应告知相关学部校长的意见并接受适当的询问。

9. Once students are in Year 6 members of staff should supervise or assist pupils of the same sex. In Year 5 down, this is preferable where it is possible.

一旦学生升入 6 年级，员工应监督或协助同性学生。在五年级以下，在可能的情况下尽量监督或协助同性学生。

Guidance for those supervising students from toddler age to Year 2 针对监督幼儿至 2 年级学生的员工指导

1. Younger students will usually change together in a classroom or a unisex changing room. Where appropriate consideration may be given to utilising furniture or screens to provide discrete areas and/or ask girls and boys to be in different parts of the classroom.

年幼的学生通常会在教室或男女通用的更衣室一起换衣服。在适当的情况下，可以考虑使用家具或屏风来提供独立区域和/或让女孩和男孩在教室的不同区域更衣。

2. In Early Years classes a sign should be put on the door to deter visitors from entering.

在幼儿园教室，应在门上放置一个标志以阻止访客进入。

3. At least two members of staff should remain in the room while students are changing.

学生换衣服时，至少应有两名员工留在房间内。

4. If pupils need assistance getting changed, refer to the Intimate Care Policy.

如果学生在换衣服时需要帮助，请参阅《贴身护理政策》。

5. Students of all ages should be encouraged to be as independent as possible and in most cases adults should prompt and give verbal help/encouragement before they offer assistance.

应鼓励所有年龄段的学生尽可能独立，在大多数情况下，成年人应在提供帮助之前提示并给予口头帮助/鼓励。

6. Assistance should take place openly, not out of sight of others.

帮助应该公开进行，而不是在别人的视线之外。

7. Students in Reception to Y2 must have this same level of supervision during extra-curricular activities.

学前班至 2 年级的学生在课外活动期间必须有同样水平的监督。

8. Young students walking from their classroom to the swimming pool area in their swimming kit should cover their bodies with a towel.

年幼的学生穿着泳衣从教室走到游泳池区时，应该用毛巾盖住身体。

9. In special circumstances, should a parent request, teachers may find somewhere separate for a student to change such as a cloakroom area or toilets, alone or with a same sex class friend depending on the circumstance.

在特殊情况下，应家长要求，教师可以根据情况，寻找独立区域（例如衣帽间或厕所）供学生单独或与同性同学一同更衣。

APPENDIX H: COUNSELLING POLICY

附录 H：咨询政策

Counselling Referral at Harrow Haikou

海口哈罗学校咨询转介

Intended use for reference to SLT, SMT, Hm's, Pastoral Care Staff

预期用途供高级管理团队、SMT、院舍舍监和关怀辅导员工参考。

Harrow Haikou does not have an in house counsellor. Referrals can be made via the Student Support Committee for external counselling with the preferred counsellor being Dr Stephen Guo at Haikou People's Hospital.

海口哈罗学校没有内部心理咨询师。可以通过学生支持委员会推荐外部咨询，首选咨询师是海口市人民医院的 Stephen Guo 博士。

A counsellor's role is to facilitate the clients (typically students) work in ways that respect their values, personal resources and capacity for self-determination. Counselors draw from a number of theoretical approaches, including those that are cognitive, affective, behavioral, and systemic. These theories may be applied to individuals, groups, and families.

咨询师的作用是帮助客户（通常是学生），并以尊重他们的价值观、个人资源和自决能力的方式开展工作。咨询师借鉴了许多理论方法，包括认知、情感、行为和系统等多个方面。这些理论可以应用于个人、群体和家庭。

Counselling is a service sought by people in emotional distress, experiencing confusion or conflict, having difficulty managing behaviors or thoughts, as well as those who are in crisis or have been determined to be at risk via safeguarding assessment or report. Further, Counseling is conducted with persons who are considered to be emotionally high functioning as well as those who may be struggling with emotional wellness. In some cases, counselling may be prescribed as part of a treatment plan for student or staff members with a diagnosed disorder. The counselor may also explore with a client any evidence of abuse or neglect in order to support the student appropriately in managing the effects of the abuse. The primary focus of all counselling is the client's goals. Thus, counseling involves both choice and change.

心理咨询是处于情绪困扰、困惑或冲突、难以管理行为或想法的人，以及处于危机中或依据保障评估或报告，被认为处于危机中的人所寻求的一种服务。此外，心理咨询是针对那些被认为情绪高功能、以及存在情绪健康问题的人进行的。在某些情况下，可能会将心理咨询作为治疗计划的一部分，用于诊断患有疾病的学生或员工。咨询师还可以与客户探讨任何虐待或忽视的证据，以便适当地支持学生应对虐待的影响。所有心理咨询的主要焦点是客户的目标。因此，咨询涉及到选择和改变。

The service of counseling is meant as an avenue for processing and discovery through reflection and discussion, in order to reach a deeper understanding of self within one's circumstance: past, present and future. In addition, counselling may lead to resolution or provide a safe space for further processing of thoughts and feelings. Counseling may also provide a sounding board when airing frustrations, venting anger or when in search of applicable solutions and strategies for actionable plans. All action plans are selected or determined by the client. The counsellor relationship is disciplined and confidential: not to be confused with friendship. However, to establish an effective counselling relationship, building a highly connected relationship of trust is required. (This process can happen quickly or require several sessions before meaningful discovery of client need can be ascertained). Therefore, in each session the client's self-determined goals are paramount.

心理咨询被视作是一种途径，可以通过反思和讨论来处理和发现问题，以便在一个人的环境中更了解自己的过去、现在和未来。此外，咨询可以引入解决方法，或提供一个安全的空间以进一步处理想法和感觉。当表达挫败感、发泄愤怒或为可行的计划寻找适用的解决方案和策略时，咨询也可以提供共鸣。所有行动计划均由客户选择或确定。咨询师是一种有纪律和保密的关系：不要与友谊混淆。但是，要建立有效的咨询关系，就需要建立高度关联的信任关系。（这个过程可以很快发生，或者需要几个会面后才能建立）。因此，在每个会面中，客户的自主目标是最重要的。

Confidentiality

保密性

Harrow Haikou recognises that matters arising in counselling are confidential. The Counsellor will share information on a 'need to know, what, and when' basis. The professional evaluations of the counsellor in this regard will vary dependent upon the age of the student, and their willingness for content to be shared. Any individual meeting with the counsellor does so in the knowledge that a counsellor is obligated to share any information necessary to protect individuals from significant harm (for more details please see Safeguarding policy).

海口哈罗学校公司应意识到心理咨询中出现的问题应是保密的。咨询师将在“需要知道什么、什么时候知道什么”的基础上分享信息。咨询师在这方面的专业评估将根据学生的年龄和他们分享内容的意愿而有所不同。与咨询师的任何个人会面，都是在了解咨询师有义务分享任何必要的信息以保护个人免受重大伤害的情况下进行的（有关更多详细信息，请参阅《保障政策》）。

What counselling involves

心理咨询包括的内容

- An ongoing process, of connection, discovery, realisation and change.
一个持续的过程，包括连接、发现、实现和改变。
- Offering support to students with various forms of stress or mood disorders, or simply those seeking some encouragement or personal connection.

为有各种形式的压力或情绪障碍的学生提供支持，或者只是为那些寻求鼓励或人际关系的学生提供支持。

- Facilitating a clients' identification of (and working towards) their own goals, rather than dispensing advice or advocating an agenda.

促进客户确定（并努力实现）他们自己的目标，而不是提供建议或提出议程。

- Collaborating with other members of staff as required.

根据需要与其他员工合作。

In addition to this the counsellor at HBJ may also conduct group therapy, work with families and run training sessions with adults and students.

除此之外，学校的咨询师还可以进行团体治疗、与学生家庭一同工作，以及与家长和学生一起举办培训课程。

What counselling is not

心理咨询不是：

- Student discipline or a recipe for behaviour management.

学生纪律或行为管理方法。

- A substitute for a teacher-student relationship.

师生关系的替代品。

- A way of getting a student to apologise or consistently follow your instructions

让学生道歉或始终遵循你所指示的方法

- A medical or psychological assessment.

医学或心理评估。

- A way to 'fix' students, parents or staff.

一种“解决”学生、家长或教职员工的方法。

- A means of curtailing a child's expression of emotions.

一种限制儿童情绪表达的方法。

Fitness to practice 实践适应性

In order to maintain fitness to practice, it is a school expectation and a professional requirement that the counsellor shall:

为了保证适应实践，这是学校对心理咨询师的期望和专业要求，咨询师应：

- seek supervision and consultation with other qualified professionals about client treatment and/ or professional practice responsibilities. It is anticipated that this will take the form of a skype and and a face-to-face session with an external professional counsellor each month, as well as fortnightly consultations with school's psychologist. 就客户处理和/或专业实践责任，寻求其他符合资质的专业人士的监督和咨询。预计这将采取 Skype 形式和每月与外部专业顾问面对面会议的形式，以及每两周与学校心理学家的咨询进行。
- Ensure that there is an adequate provision of time for this supervision, alongside any personal planning, research, note writing, reflection etc. 确保有足够的时间进行监督，以及进行任何个人规划、研究、记笔记、反思等。

APPENDIX J: SAFEGUARDING STATEMENT

附录 J：保障声明

Harrow Haikou is committed to safeguarding and promoting the welfare of children and young people and expects all members of the Harrow Haikou community to share this commitment.

海口哈罗学校致力于维护和促进儿童和青少年的福利，并希望哈罗海口社区的所有成员都能共享这一承诺。

APPENDIX K: Harrow Haikou Safeguarding Posters

附录 K：海口哈罗学校的儿童保护海报

儿童权益保护

哈罗海口

如果你感到不安全, 或为其他学生感到担心, 我们可以帮助你。



Ms Evans

安全负责人



Mr Acosta

网络安全负责人



Ms Milton

寄宿安全负责人



电子邮箱: talk@harrowhaikou.cn

小狮幼儿园



Ms Meryl

小学



Ms Selina Sun



Mr Moore



Ms Hailey Li

高年级学部



Ms Ward



Ms Lynne Li

有访客到校?

我们共同承担保护学生权益的责任。

如果您有任何担心, 请告诉我们。

吊牌

员工

学生

外包公司人员

家长

访客

在校期间, 请务必全程佩戴好吊牌

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Educational Excellence for Life and Leadership

Safeguarding

at Harrow Haikou



If you don't feel safe, or you are worried about another student, we can help.



Ms Evans
Safeguarding Lead



Mr Acosta
Digital Safeguarding Lead



Ms Milton
DSL for Boarding



or Email: talk@harrowhaikou.cn

EYC



Ms Meryl



Ms Selina Sun



Mr Moore



Ms Hailey Li



Ms Ward



Ms Lynne Li

Visitor to campus?

We have a shared responsibility for our students welfare.
If you have a concern, please let us know.

Lanyard ID	
	STAFF
	STUDENT
	EXTERNAL VENDOR
	PARENT
	GUEST

Please wear your lanyard at all times on campus