



Safeguarding - Quick Guide 儿童权益保护——快速指南

If you have immediate concerns for the safety of a student at Harrow Haikou, please contact one of the following straight away. 如果您对哈罗海口在校学生的安全有紧急疑虑，请立即联系以下任一负责人。

Whole school Deputy Head and WS DSL 全校副校长兼全校指定保护负责人

James Trett – jtrett@harrowhaikou.cn – Ext: 103

Upper School 高年级学部

Alison Phaup – aphaup@harrowhaikou.cn – Ext: 105

Ivy Cox – icox@harrowhaikou.cn – Ext: 257

Pre-Prep 小学部

Mark Johnson – mjohnson@harrowhaikou.cn – Ext: 104

Agie Liu – aliu@harrowhaikou.cn – Ext: 201

EYC 幼儿园

Ste Foster – sfoster@harrowhaikou.cn – Ext: 107

Victoria Dai – vdai@harrowhaikou.cn – Ext: 106

Boarding 寄宿部

Norma Huang – nhuang@harrowhaikou.cn

Jamil Armijos – jquintuna@harrowhaikou.cn

At Harrow Haikou, we believe that child safeguarding is of the utmost importance. Each student has the right to be safe, protected from harm and exploitation, and to have their wellbeing actively safeguarded, irrespective of their race, religion, ability, gender, or culture. All students should not only be safe but also feel safe, valued, and supported within our school community. To achieve this, every adult in school is expected to demonstrate a clear and consistent commitment to protecting the students with whom we work. This document is a quick guide in support of our full [Safeguarding policy](#).

在哈罗海口，我们坚信保障学生权益至关重要。每一位学生，无论其种族、宗教、能力、性别或文化背景如何，都享有安全权、受保护权，并积极获得对其健康的保障。在我们的校园社区中，所有学生不仅要身处安全的环境，更应感受到安全、受重视并获得支持。为实现这一目标，学校要求每一位成年成员都展现出明确且一贯的承诺，以保护与我们共同成长的学生。本文件是一份简易指南，旨在为我们完整的《儿童权益保护政策》提供支持。

All Staff Responsibilities (including staff from any partner organisations or contractors who have unsupervised contact with children)

全体员工职责——包括来自合作机构或承包商、会与学生进行无监督接触的所有人员

- Follow the procedures outlined in the [Safeguarding policy](#) if/when concerned about any child. 如在任何学生的安全状况存有疑虑，应遵循《儿童权益保护政策》中概述的程序。

- Ensure they are familiar with and follow the safeguarding policy and all other policies related to safeguarding (e.g. Codes of Conduct).
确保其熟知并严格遵守《儿童权益保护政策》及所有其他与权益保护相关的政策（如《行为守则》）。
- Be subject to safe recruitment processes and checks prior to starting at the school/organisation (unless an action plan/risk assessment is in place to ensure the staff member is supervised until all checks are completed).
在到校/机构就职前，须经过规范的招聘流程和背景审核（若已制定行动计划/风险评估方案，确保该员工在完成所有审核前接受全程督导的情况除外）。
- Be alert to the signs and indicators of possible abuse.警惕可能存在的虐待迹象和征兆。
- Listen to and take seriously the views and concerns of children.
认真倾听并重视儿童的意见和关切。
- Undertake appropriate child protection/safeguarding and safer recruitment training (and refresher training, as required by AISL).
接受适当的儿童保护/权益保障及安全招聘培训（并根据 AISL 要求完成定期复训）。
- All staff and volunteers need to recognise that if their behaviour inside or outside the workplace breaches the AISL code of conduct and/or the Safeguarding Policy, this may be considered a disciplinary or even criminal matter.
所有员工及志愿者均需认识到，若其在工作场所内外的行为违反 AISL 行为准则和/或《儿童权益保护政策》，可能被视为违纪甚至刑事问题。
- At the start of each academic year, and periodically throughout the year, all staff will participate in Safeguarding training, including reminders of procedures and who to contact for issues related to safeguarding.
在每个学年开始时以及学年期间定期，所有员工都将参加儿童权益保护培训，内容包括流程复习及儿童权益保护相关问题的联系人信息。
- All Harrow Haikou staff will record any concerns on CPOMS and report these to the Designated Safeguarding Lead (DSL).
所有海口哈罗员工须在 CPOMS 系统中记录所有相关疑虑，并上报至指定儿童权益保护负责人 (DSL)。
- Contractor staff who have a concern for a child's welfare, or believe a child is at risk of being harmed, should report these directly to the Operations department who will then immediately inform a DSL.
合同制员工若对儿童福祉存在疑虑，或认为儿童可能遭受伤害，应直接向运营部门报告，该部门将立即通知指定儿童权益保护负责人 (DSL)。

Types of Abuse that should signal a concern 应引起警觉的虐待类型

Children may be at risk in different ways. Some signs can be seen or heard clearly, but others may be hidden or harder to notice.

儿童可能面临的风险形式多样。某些迹象清晰可见可闻，而其他迹象或许较为隐蔽或难以察觉。

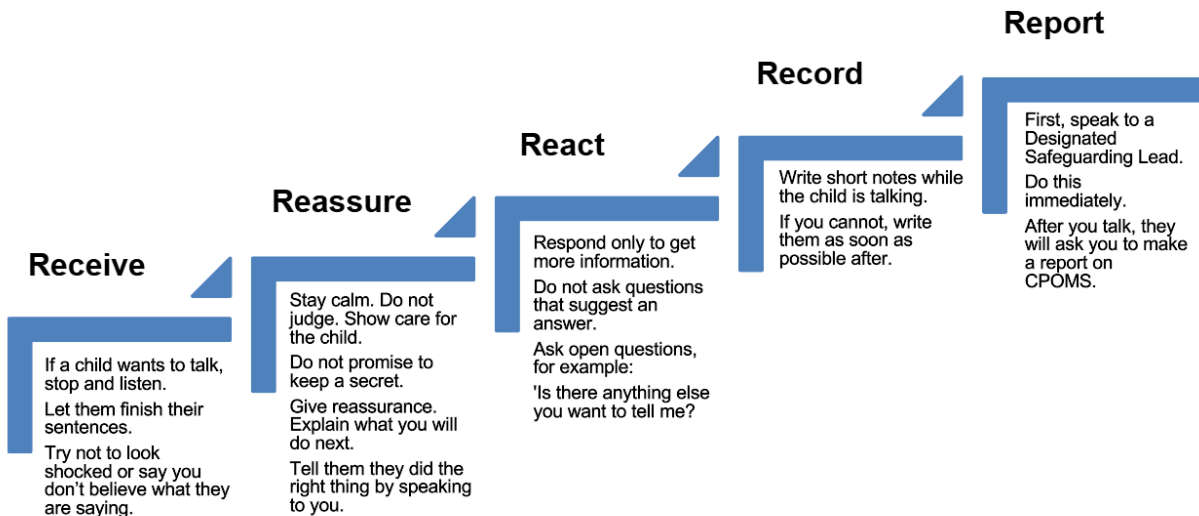
- Physical abuse – injuries that don't look accidental (bruises, burns, bites, frequent “accidents”), or seeing someone hit, shake, or hurt a child.
身体虐待——包括看似非意外造成的伤痕（淤青、烧伤、咬痕、频繁“意外”），或目睹他人击打、摇晃、伤害儿童的行为。

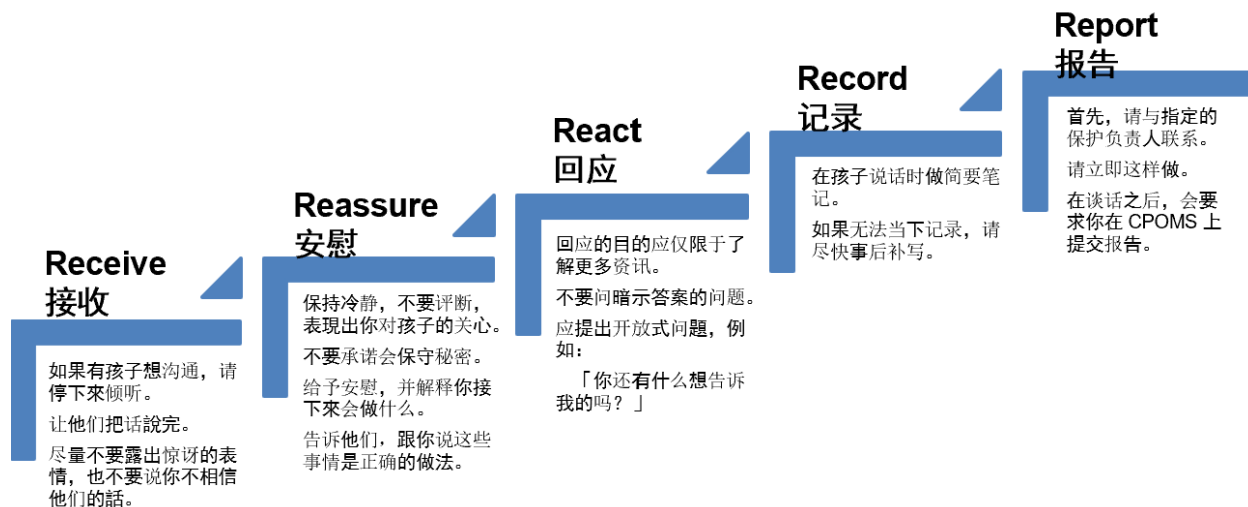
- Emotional abuse – a child who is often shouted at, humiliated, ignored, or made to feel worthless or unloved.
情感虐待——包括儿童经常遭受吼叫、羞辱、冷落，或被迫产生无价值感与缺乏关爱感的情形。
- Sexual abuse – a child talking about or showing behaviour that suggests sexual contact or being asked to do sexual things, including online (messages, photos, videos).
性虐待——包括儿童提及或表现出可能涉及性接触的言行，或被要求参与性相关活动（含网络途径的消息、照片、视频等）。
- Neglect – a child who is often hungry, dirty, tired, poorly dressed, left unsupervised, or not receiving needed medical care.
忽视——表现为儿童经常处于饥饿、衣冠不洁、疲倦不堪、衣着不当、缺乏监管或未获得必要医疗照顾的状况。
- Child-on-child abuse – bullying, physical violence, sexual harassment, online abuse, or other harmful behaviour between children.
儿童间侵害——包括欺凌、身体暴力、性骚扰、网络侵害或其他儿童之间的伤害性行为。

Dealing with Disclosure, Reporting and Further Action 应对披露、报告与后续措施

General Principle: Any adult in school who has any concern about the welfare of a child must report their concern to the Designated Safeguarding Lead as soon as possible. The following guidance is based on five key practices for all staff:

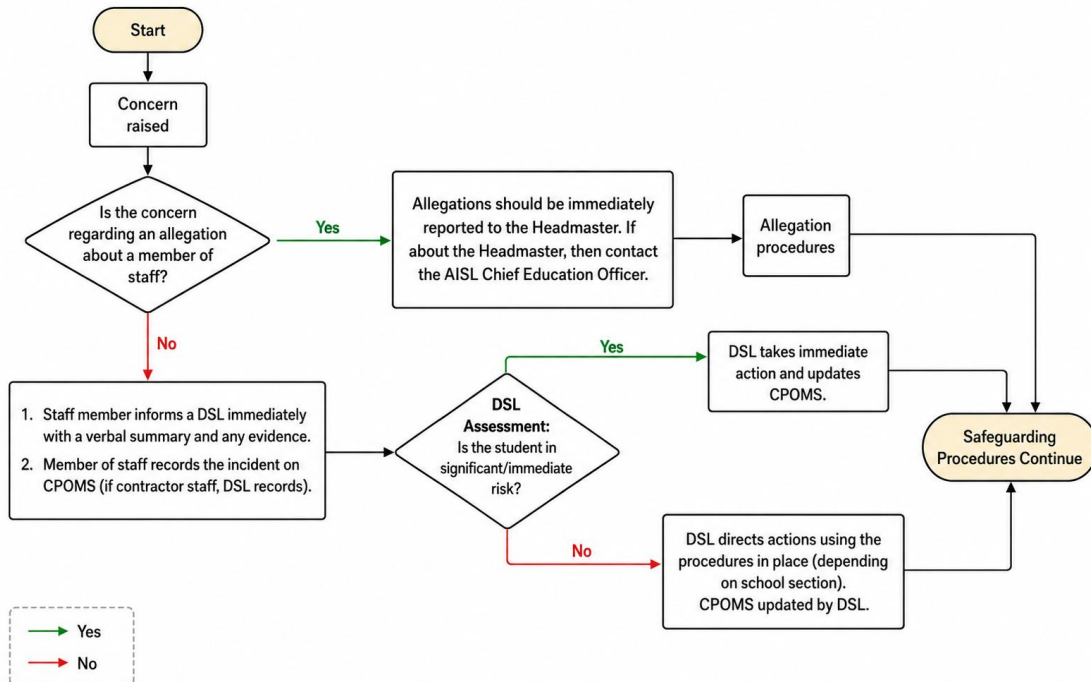
基本原则：校内任何成人若对儿童福祉存在疑虑，必须立即向指定儿童权益保护负责人报告。以下指南基于全体员工需遵循的五项关键实践：

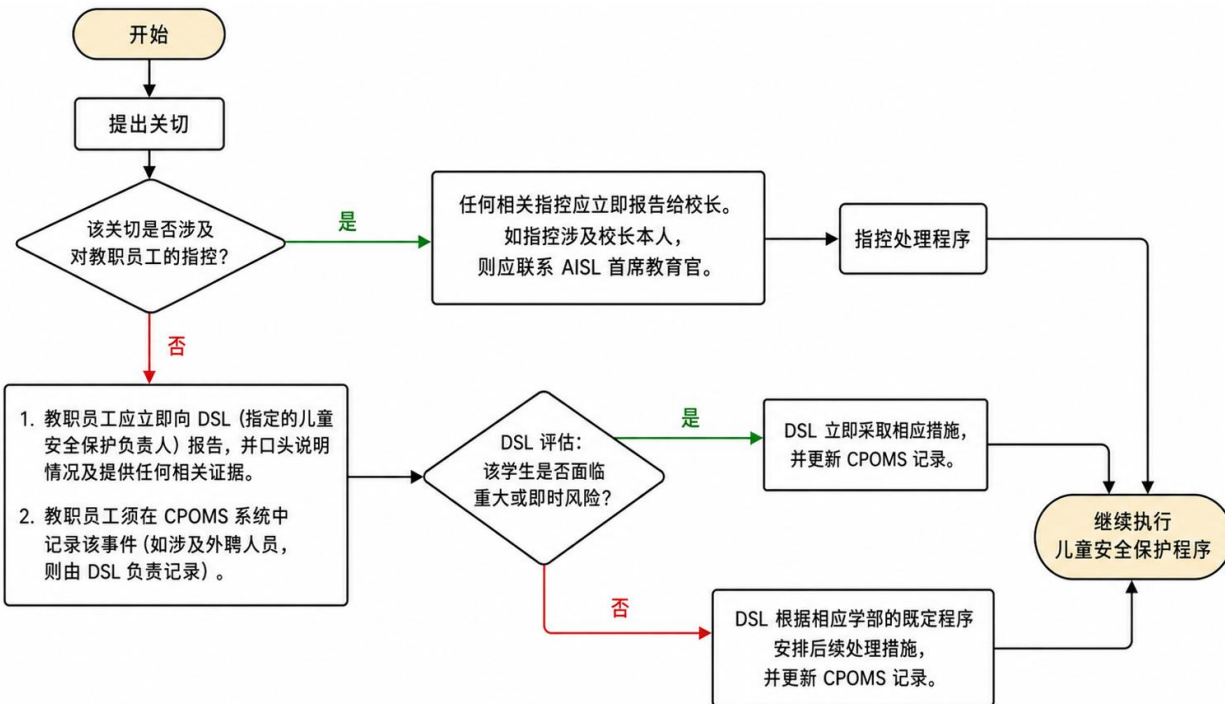




Please remember that unless you are specifically asked to do so, never carry out an investigation about any suspected abuse. This can be highly specialist work and it could interfere with a criminal investigation if this were required and appropriate under local laws.

请谨记：除非被特别要求，否则绝不对任何疑似虐待行为擅自展开调查。此类调查需高度专业化操作，若根据当地法律需启动刑事调查时，擅自行动可能干扰司法程序。





Confidentiality 保密原则

Harrow Haikou regards all information relating to individual safeguarding issues as confidential. Concerns for the safety of a child should always be immediately reported to a DSL and not actively discussed with colleagues or other members of the school community. Information will be passed on to appropriate persons only at the discretion of a DSL, and this will always be based on the need to know. Adults should avoid discussing any confidential matter with anyone outside school, including friends or family.

海口哈罗将所有涉及个体权益保护的信息视为机密。任何关乎儿童安全的疑虑均应立即上报至指定儿童权益保护负责人 (DSL)，不得主动与同事或学校社群其他成员讨论。相关信息将仅由 DSL 根据“需知原则”裁量传达给特定人员。教职工应避免在校外与任何人 (包括亲友) 讨论保密事宜。

Further information 补充信息

For further information, please see our complete [Safeguarding Policy](#)

如需了解更多详情，请参阅完整的《儿童权益保护政策》。