

Safeguarding and Child Protection Procedure 儿童安全与儿童保护程序

1. Introduction 引言

1.1 A Note on Language In many schools ‘safeguarding’ and ‘child protection’ are terms that are used interchangeably; in still other schools, they are used side by side, as though they are inseparable. We regard this latter use a tautology and so have opted to use only the term ‘safeguarding’ for all matters relating to ensuring that the children in our Schools are safe and well cared for. We prefer the term ‘safeguarding’ over ‘child protection’ because there is less scope for anyone to adopt the lazy assumption that ensuring the welfare of children simply means preventing them from coming into harm.

在许多学校里，“儿童安全”和“儿童保护”这两个词语是交替使用的，还有一些学校是将这两个词语并列使用的，仿佛它们是密不可分的。我们认为后者是一种赘述，因此对于与确保儿童校园安全与得到良好照顾的所有有关事项，我们选择使用“儿童安全”一语。与“儿童保护”相比，我们更倾向于“儿童安全”一词，因为那些认为确保儿童福祉仅仅意味着防止他们受到伤害的片面想法是不能被接受的。

Scope of this policy 政策范围

1.2 Scope of this policy Under the Children Acts (UK) of 1989 and 2004, a child is anyone who has not yet reached their 18th birthday. Safeguarding and promoting the welfare of children is defined in Working Together to Safeguard Children (2015) as:

根据 1989 年及 2004 年儿童法案（英国），在本政策范围内，儿童是指任何未到 18 岁生日的人。根据 2015 年《共同保护儿童》，儿童安全以及促进儿童福祉的定义如下：

- protecting children from maltreatment;
保护儿童免遭虐待；
- preventing impairment of children’s health or development;
防止儿童的健康和发展受到损害；
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
确保儿童能够在安全及能获得良好照顾的环境中成长；
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully. This policy applies, but is not limited to, all staff, students, guests and visitors or anyone working in, or on behalf of, an AISL managed school (Appendix 1)
承担责任，确保儿童能获得最优生活机会并顺利过渡到成年时期。本政策适用但不限于所有职员、学生、客人、来访者以及所有在亚洲国际学校有限公司管辖学校中就职的员工或代表亚洲国际学校有限公司的人员。（附录 1）

Purpose of this policy 政策目标

1.3 AISL fully recognises our shared responsibility for child safeguarding. To this end, it is the aim of this policy to document how we:

亚洲国际学校有限公司充分认识并认同我们在儿童安全保护方面的共同责任。为此，该政策的目的是记录我们如何：

- protect all children and young people who attend our schools and use our services;

保护所有在校就读及享受我们服务的儿童与青少年；

- provide all staff (as defined in Appendix 1) and visitors with the overarching principles that guide our approach to safeguarding.

为所有员工（如附录 1 所定义）以及来访者提供指导我们维护儿童安全方法的首要原则。

AISL is committed to working to ensure that children and young people never experience abuse of any kind.

亚洲国际学校有限公司致力于确保儿童及青少年不遭受任何形式的虐待。

We recognise that we all have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to seeking ways to continually review our practice such that each of our schools protects children and provides the conditions for humans to flourish.

我们充分认识到我们都有责任促进所有儿童与青少年的福祉，同时保障他们的安全。我们致力于寻找方法，不断地审视我们的实践，以使我们所有的学校都能保护儿童并为人类的繁荣提供条件。

Our Core Beliefs 我们的核心理念

1.4 We recognise - and believe to the core of our being - that:

我们充分认同并相信我们的理念：

- the wellbeing of students and staff is more important than all other consideration in school;
学生和员工的福祉是我们的首要考量；
- all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
不论年龄、身体状况、性别、种族、信仰、性倾向或身份，所有儿童都有权享有保护，不受到各种伤害或虐待；
- some children are additionally vulnerable because of the impact of previous experiences, because of special educational needs, or because they have a high level of dependency, communication difficulties or other issues; working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

由于受过往经历影响、特殊教育需求、高度依赖、沟通困难或其他问题，一些儿童会更容易受到伤害，因此，与儿童、青少年、他们的父母、照顾者和其他机构共同合作推动儿童福祉就尤为重要。

Legal Framework 法律框架

1.5 The following British and international documents have been referred to in devising this policy:

在制定这项政策时，参考了下列英国和国际文件：

1. Keeping children safe in education (2020)
《在教育环境中保护儿童安全》（2020）
2. Working together to safeguard children (2015)
《共同保护儿童》（2015）
3. Children Act (1989)
《儿童法案》（1989）
4. Children Act (2004)
《儿童法案》（2004）
5. Data Protection Act (1998)
《数据保护法》（1998）
6. United Nations Convention on the Rights of the Child (1991)
《联合国儿童权利公约》（1991）

Roles and Responsibilities 角色和责任

1.6 Across our schools, all staff are involved in safeguarding children, however there are some with very specific responsibilities. Schools must have in place a:

在我们学校，保护儿童安全是所有工作人员的责任。然而，学校必须配有履行具体职责的儿童安全保护工作人员

- **Designated Safeguarding Lead (DSL)** – responsible for policy generation; systems and compliance related to safeguarding; oversight of staff safeguarding training; coordination of safeguarding audits; devising the safeguarding action plan; maintaining the momentum of the safeguarding action plan; conducting internal audits of safeguarding; leading the safeguarding taskforce; maintaining the confidentiality and integrity of safeguarding records; leading on difficult or stressful safeguarding cases; ensuring that safeguarding remains at the forefront of the school’s corporate consciousness; reviewing, and acting upon, serious case reviews; and any other duties which may periodically be necessary to maintain or improve the school’s safeguarding policy and procedures.

儿童安全负责人 (DSL) —— 负责制定政策；与儿童安全保护相关的系统与合规性；监督员工接受儿童安全保护培训；协调儿童安全保护审计；制定儿童安全行动计划；坚持儿童安全保护行动计划的积极实施；实行儿童安全保护的内部审计；领导儿童安全保护专责小组；维护儿童安全保护记录的保密性与完整性；领导处理有难度或有压力的儿童安全保护案件；确保儿童安全保护始终是学校的重中之重；对案件深入调查、审查、采取行动；以及其他定期所需的维护和推进学校儿童安全保护政策和程序的职责

DSLs should help promote educational outcomes by working closely with their teachers and sharing information about their welfare, safeguarding and child protection concerns.

儿童安全负责人应该与其他老师密切合作，分享关于儿童福利、儿童安全保护问题的信息，从而促成积极的教育成果。

At Harrow Shenzhen Qianhai our Senior Designated Safeguarding Lead is Natalie Wilson (Assistant-Head Whole School) and our other Designated Safeguarding Leads are Andrew Marshall (Head of Lower School) and David Foster (Head of Upper School). Our School Governor responsible for Safeguarding is Sian Carr.

在深圳前海哈罗，我们的高级儿童安全负责人是 Natalie Wilson (助理校长-全校)。另外的儿童安全负责人为 Andrew Marshall (小学部校长) 以及 David Foster (中学部校长)。负责儿童安全保护的校董是 Sian Carr。

- **Child Protection Officers (CPOs)** – responsible for day-to-day safeguarding issues in their designated area of the school. Duties in this regard include, but are not restricted to: acting as the first port of call (designated focal point) for disclosures; maintaining the integrity and confidentiality of safeguarding records; keeping the DSL informed of safeguarding issues as they arise; liaising with parents, caregivers and other agencies to ensure the safety of children; organising case conferences where these are required; devising and implementing welfare plans for students where these are required.

儿童保护专员 (CPOs) —— 负责学校指定区域的日常儿童安全保护工作，这包括但不限于：作为信息披露、维持儿童安全保护记录的完整性和保密性的第一联络人（指定联络人）；一旦出现儿童安全保护问题要即时通知儿童安全负责人；与父母、看护者及其他机构联络，以确保儿童安全；必要时组织召开案件会议；为有需要的学生制定和实施福利计划。

At Harrow Shenzhen our Child Protections Officers (CPOs) are:

深圳哈罗儿童保护专员名单：

Natalie Wilson	nwilson@harrowshenzhen.cn	Assistant Head (Whole School) 助理校长 (全校)
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David Foster	dfoster@harrowshenzhen.cn	Head of Upper School 中学部部长
Andrew Marshall	amarshall@harrowshenzhen.cn	Head of Lower School 小学部部长
Fran Herting	fherting@harrowshenzhen.cn	Head of EYC 幼儿园园长
James Berry	jberry@harrowshenzhen.cn	Lower School Key Stage Leader 小学关键阶段领导
Robin Murray-Leslie	rmurrayleslie@harrowshenzhen.cn	House Master 舍监（男）
Kirsten Forsythe	kforsythe@harrowshenzhen.cn	House Mistress 舍监（女）
Sarah-Jane Whyte	swhyte@harrowshenzhen.cn	Head of Inclusion 融合教育总监

Record Keeping 记录保存

1.7 Well-kept records are essential to good safeguarding practice. AISL is clear about the need to record any concern about a student or students within our school, the status of such records and confidentiality. Any member of a school community (including parents and carers) receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible, and within 24 hours, noting what was said or seen, putting the event in context, and giving the full date, time and location. If in doubt, report. All records are signed and include the action to be taken.

完好的记录保存对于儿童安全保护的顺利实施至关重要。亚洲国际学校有限公司清楚了解我们需要记录校内单个学生或多个学生担忧。学校社区（包括父母和照顾者）的任何成员一旦收到虐待的披露或注意到虐待的信号或迹象，都必须尽快在 24 小时之内做好准确的记录。记录下听到什么或看到什么，将事件的来龙去脉叙述清楚，并提供完整的日期、时间以及地点。如有疑问，请上报。所有的记录均要签名并且包含所要采取的行动。



These notes are to be recorded and stored via **CPOMS** (although paper copies of our Concerns Form are available to non-teaching and support staff). In the same way, notes are kept of any student who is being monitored for safeguarding reasons (this includes ongoing casework, case reviews and external supervision). Where children leave a school, as appropriate, we ensure their safeguarding information on CPOMS is transferred to their new school as soon as possible, either electronically through CPOMS or via PDF version. We make sure that these records are sent separately from the main student file, ensuring secure transit and confirmation of receipt is obtained.

这些信息都会记录并保存在 **CPOMS**（尽管我们有纸质版的《儿童安全担忧报告》提供给非教学人员以及支持人员）。同样地，处于儿童安全保护的考虑，我们会对被监督的儿童进行保持记录（包括正在进行的案件工作、案件审查以及外部监督）。当儿童离开学校，我们会以电子方式，通过 **CPOMS** 或 PDF 版本形式，尽快地将他们的儿童安全保护信息恰当地转移到他们的新学校。我们会确保这些记录将与主要学生档案分开发送，以保证安全传输及得到收件人的确认。

CPOMS User guide can be found here: <https://www.cpoms.co.uk/userguide/> (please note that 'Key Users' **only** refers to DSLs and CPOS, 'Non Key Users' refers to all other academic and non academic staff in the school.

CPOMS 用户指引可在此链接找到: <https://www.cpoms.co.uk/userguide/>（请注意“关键用户”仅为儿童安全负责人 DSLs 以及儿童保护专员 CP0s，“非关键用户”为所有学校其他教学和非教员工。）

How we keep young people safe

我们如何保障青少年的安全

1.8 In AISL schools we keep young people safe by:

在所有亚洲国际学校有限公司学校，我们通过以下措施来保障青少年的安全：

- employing rigorous recruitment procedures for all staff to check their suitability to work with children
采用严格的招聘程序，审查所有员工是否适合与儿童一起工作；
- raising awareness of safeguarding and equipping children with the skills needed to keep them safe
提高儿童安全保护意识，同时使儿童具备能确保他们安全的所需技能；

- c. training all staff in safeguarding awareness
对所有员工进行儿童安全保护意识的培训；
- d. ensuring that all staff have read and understand the Safeguarding Policy
确保所有员工已经阅读并理解儿童安全保护政策；
- e. ensuring that all staff are aware of the indicators of child abuse
确保所有员工都知道儿童虐待的迹象；
- f. ensuring that all staff know how to respond to concerns or disclosures of abuse
确保所有员工知道如何应对关于虐待的担忧和披露；
- g. establishing a safe environment in which children can learn and develop
建立能让儿童安全学习成长的环境；
- h. adopting best practice as it relates to safeguarding
采取与儿童安全保护相关的最佳实践。

Key Contacts 关键联系人

1.9 All adults on our campuses are involved in keeping children safe. Responsibility does not fall only on teachers, or only on a select group of managers. However, as an Appendix to this policy, schools will produce and publish details of Safeguarding Leads within each school – these details will be publicly viewable throughout each school.

校内所有的成年人都有责任保护儿童安全。这不仅仅是教师或特定管理团队的责任。但是作为本政策的附录，校方会制定并公开每所学校的儿童安全负责人的详细信息，这些信息将在每所学校中公示。

2. Recognising abuse – what staff should look out for 识别虐待行为——员工应该注意什么

Importance of vigilance 保持警惕的重要性

2.1 All staff should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. All staff are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned.

所有员工都应该知道虐待和忽视的信号，以辨别可能需要帮助或保护的儿童案件。所有员工在涉及儿童安全保护方面都应该始终保持“可能发生在这里”的态度

Types of abuse and neglect 虐待和忽视的类型

2.2 **Abuse**; a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. Children may be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

虐待：粗暴对待儿童的一种形式。对儿童造成伤害或没有采取行动防止他们受到伤害都可能是构成虐待或忽视行为。虐待可以是由一名或多名成年人、一名或多名儿童施加。儿童容易受到多种伤害，包括但不限于性剥削、犯罪利用以及严重的青少年暴力。

- **Physical abuse**; 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：身体虐待是虐待的一种形式，可能涉及殴打、摇晃、摔打、毒害、烧伤或烫伤、淹溺、使其窒息或者其他对儿童造成身体伤害的方式。当父母或照顾者人为制造儿童的症状或故意让儿童染病时，也可能构成身体伤害。

- **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development and mental health:
情感虐待: 情感虐待是在情感上对儿童持续性的粗暴对待，比如对儿童情感发展和精神健康造成严重不良影响。
- 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.
 可能包括告诉孩子他们是毫无价值或不被尊重的，有缺陷的或只有满足了另一个人的需要才会被重视。
- 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.
 可能包括不给孩子表达意见的机会，故意使他们禁言或“嘲弄”他们说的话或沟通的方式。
- 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.
 可能是对儿童施加与其年龄或发展阶段不匹配的要求，以及超越儿童发展能力的互动，过度保护，对儿童的探索和学习加以限制，或阻止儿童参与正常的社交活动。
- It may involve seeing or hearing the ill-treatment of another (e.g. witnessing domestic violence). It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.
 可能涉及看到或听到对另一个人的虐待（比如目击家庭暴力）。可能涉及严重欺凌（包括网络欺凌），导致儿童经常感到恐惧或危险，以及对儿童的剥削或腐蚀。
- Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
 所有类型的儿童虐待都会涉及一定程度的情感虐待，尽管情感虐待也可能单独发生。

Children’s mental health was added to the KSCIE 2020 guidance, ensuring that staff should consider when this might become a safeguarding concern.

儿童的精神健康已经被加入到《在教育环境中保护儿童安全 2020》指引中，以确保员工将精神健康作为儿童安全保护问题考虑。

- **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:
性虐待: 性虐待涉及强迫或引诱儿童或青少年参与性行为，不一定涉及大量的暴力，无论孩子是否意识到发生了什么。这些活动可能涉及：
- Physical contact, including assault by penetration (for example rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
 身体接触，包括性侵入行为（例如强奸或口交）或非侵入性性行为，如手淫、接吻、摩擦和隔着衣服触摸。

- 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).
性虐待还可能包括非接触式活动，例如让儿童观看或者参与制作性图像，观看性活动，鼓励儿童进行不适当的与性有关的行为，或以性虐待的目的抚育儿童（包括通过互联网）。
- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
性虐待不仅仅是成年男性所犯的罪行。妇女及其他儿童，也同样可以实施性虐待行为。
- **Neglect:** 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.
忽视是一直无法满足儿童基本的身体和/或心理需求，可能导致儿童的健康或发展受到严重的损害。
- Neglect may occur during pregnancy as a result of maternal substance abuse.
怀孕期间由于产妇滥用药物也可能导致忽视。
- Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment.
孩子出生后，忽视可能涉及父母或照顾者未能提供足够的食物、衣物和住所（包括不许回家或遗弃）；未能保护儿童免受身体和情感的伤害或危险；未能确保充分的监督（包括选择不适当的照顾者）；或者未能确保儿童获得适当的医疗或治疗。
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
忽视行为可能包括忽视或不回应儿童基本的情感需求。
- This would include failure to provide proper adult guardianship such as leaving children unsupervised at home for an extended period of time.
忽视还包括未能提供适当的成人监护，例如把儿童长时间留在家中无人看管。

Often abuse is seen exclusively as something that adults do to children, but it is important to recognise that abuse can equally occur within the student body – between peers, or between pupils of different ages. Vigilance for this type of abuse is just as important as for adult-child abuse; the means by which it should be reported are just the same. See Appendix 2 for further information on the possible indicators of abuse.

虐待通常仅被认为是成年人对儿童施加的行为，但重要的是，我们也要认识到虐待也同样可能发生在学生群体中——同龄人之间或不同年龄的学生之间。警惕这类型的虐待与警惕成人对儿童的虐待是同等重要的，对这两种类型虐待的上报方法是一样的。关于虐待的可能迹象。

3 Procedures dealing with Disclosures/ Reporting 处理披露/报告的程序

Importance of vigilance 保持警惕的重要性

3.1 Other than as designated, the role of all staff is not to investigate or verify the situation, but rather to report the concern or disclosure and set in motion the process of getting help for the child.

除指定外，所有员工的角色都不是调查或核实情况，而是应该报告问题或披露信息，并为儿童启动寻求帮助的程序。

- **Step 1** You have a concern about a child’s well-being, based on:
步骤 1: 你对儿童身心健康产生担忧是基于:
 - a) Something the child or another child or adult has told you;
 儿童本人或其他儿童或成年人告诉你的事情;
 - b) Something you have noticed about the child’s behaviour, health, or appearance;
 你注意到儿童的行为、健康或外表;
 - c) Something another child or adult said or did.
 其他儿童或成人所说的话或所做之事。

Even if you think your concern is minor, the CPO may have more information that, together with what you know, represents a more serious worry about a child. It is never your decision alone how to respond to concerns – but it is always your responsibility to share concerns, no matter how small.

即使你认为自己的担心是微不足道的，儿童保护专员（CPO）可能掌握更多信息，但连同你所知道的，这很有可能代表了儿童正面临更严重的安全问题。如何应对绝不是你一个人的单独决定——但是你始终有责任上报你的担忧，无论你认为是多么微小。

- **Step 2** Decide whether you need to find out more by asking the child/young person, or their parent to clarify your concerns, being careful to use open questions:
步骤 2: 决定你是否需要通过询问儿童/青少年，或他们的父母来阐明你的担忧，请谨慎使用开放性问题:

...beginning with words like: ‘how’, ‘why’, ‘where’, ‘when’, ‘who’?

以“如何”“为什么”“哪里”“什么时候”“谁”等词作为开始

- **Step 3** Let the child/young person/parent know what you plan to do next if you have heard a disclosure of abuse or you are talking with them about your concerns. Do not promise to keep what s/he tells you secret.
步骤 3: 如果你听到关于虐待的披露或与他们谈论你的担忧，让儿童/青少年/父母知道你接下来的计划。不要承诺你会将他/她告诉你的内容保密。

For example; ‘I am worried about your bruise and I need to tell Mrs Smith so that she can help us think about how to keep you safe.’

比如，“我很担心你的瘀伤，我需要告诉 Smith 女士”，这样她才能帮我们想办法保障你的安全”。

- **Step 4** Use CPOMS to make an electronic record by clicking ‘Add an Incident’ as soon as possible after the event, noting:
步骤 4: 时间发生后，尽快通过 CPOMS 制作电子版记录，点击“添加事件”然后阐明:

- Name of child 儿童姓名
- Date, time and place 日期、时间和地点
- Category of Incident (may be altered by the DSLs after further investigation)
 事件类别（进一步调查后，DSLs 可能会更改）
- Who else was present 在场的其他人
- What was said/What happened/What you noticed ... speech, behaviour, mood, drawings, games or appearance/injuries. If child or parent spoke, record their words rather than your interpretation
 说了什么/发生了什么/你注意到了什么…言语、行为、情绪、图画、游戏或外表/受伤。如果儿童或父母有说话，请记录他们的原话而不是你的诠释。

- Analysis of what you observed and why it is a cause for concern
分析你所观察到的内容以及引起你担忧的原因。
- **Step 5** Submit the Incident as soon as possible via CPOMS. The DSLs/CPO will be automatically notified and decide on further appropriate action and will remain in close communication with other professionals around the child/young person and with the family if appropriate.
步骤 5: 尽快通过 CPOMS 提交事件。DSLs/CPO 会自动收到通知然后决定进一步合适的行动，同时会与儿童/青少年身边的专业人士保持紧密联系，若情况合适，也会与家庭沟通。

You will receive updates and action points via CPOMS for all students in your care (teaching groups/classes) for 'Behaviour and Bullying incidents'. More serious and confidential Safeguarding incidents (Child Protection) will be shared with the DSLs/CPOs to allocate a case and share information with staff as required at the discretion of the Senior DSL (Assistant-Head Whole School)

在你照顾范围内所有学生（教学组/班级）的“行为与欺凌事件”的最新消息及行动方案，将通过 CPOMS 发送给你。更严重和机密的儿童安全保护事件将报告给 DSLs/CPOs，由他们分配案件，高级 DSL(助理校长-全校) 决定与哪些员工分享信息。

4. Professional Confidentiality 专业保密性

4.1 Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of safeguarding.

保密是一个需要和与儿童工作的人充分讨论并理解的问题，尤其是在儿童安全保护方面。

4.2 The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a pupil nor should they agree with a pupil to keep a secret. Where there is a safeguarding concern this must be reported to the Designated Safeguarding Lead or the relevant CPO.

在这方面保密的唯一的目的是使儿童受益。员工绝不能向学生保证保密，也不得同意学生保守秘密。如果存在儿童安全保护问题，则必须报告给 DSL 或相关的 CPO。

4.3 Staff will be informed of relevant information in respect of individual cases regarding safeguarding on a 'need-to-know basis' only. Any information shared with a member of staff in this way must be held confidentially.

员工仅会在“需要知道”的基础上，被告知有关儿童安全保护个案的相关信息。以这种方式与员工分享的任何信息都必须保密。

5. Managing allegations against staff 处理针对员工的指控

5.1 Allegations of abuse can be made by children and they can be made by other concerned adults.

虐待的指控可以由儿童提出，也可以由相关的成年人提出。

5.2 Any concern about the behaviour of a member of staff or volunteer, or allegation of abuse against a member of staff must immediately be reported to the Headmaster (David Shinkfield) to follow up accordingly, and if necessary with his DSL.

任何关于员工或志愿者行为的担忧，或对员工的虐待指控都必须即刻报告给校长（David Shinkfield），由校长做相应的跟进，如有必要，校长会与他的 DSL 共同跟进。

5.3 Any allegation of abuse will be dealt with in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation. The school will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

任何关于虐待的指控将以公平、一致的方式处理，不仅为儿童提供有效保护，同时也支持被指控的人。

在调查或考虑指控时，学校将竭尽全力保密，防止不必要的公开。

5.4 Malicious allegations against staff will be investigated and dealt with by the Head and, if appropriate, a committee of governors.

对员工的恶意指控将由校长，适当时候将由校董会调查处理。

6. Concerns about a colleague – what to do

对同事有担忧的时候该如何做

Reporting channels 上报渠道

6.1 If a staff member has a concern about another staff member or volunteer this should be referred to the Headmaster (David Shinkfield)

如果员工对其他同事或志愿者有担忧，应报告给校长（David Shinkfield）。

Where there are concerns about a member of senior staff this should also be referred to the Headmaster. 如果对高级职员有担忧，也应报告给校长。

Where there are concerns about the Headmaster, this should be referred to the Chair of Governors and the designated Governor for Safeguarding (**Sian Carr: scarr@aisl-edu.com**). Any concern or allegation against a member of senior management or the Head will be reported without informing the individual concerned.

如果对校长有担忧，应报告给校董会主席以及负责儿童安全保护的校董（**Sian Carr: scarr@aisl-edu.com**）。针对高级管理层员工或校长的担忧或指控，将在不通知有关个人的情况下予以报告。

No individual should feel that they cannot speak up and let their concerns be known about any matter relating to the safety of children in the school. Individuals who raise such concerns are assured that they need not fear any deleterious consequences as a result of having raised such concerns. It is their absolute right – indeed their duty – to speak up when they have concerns.

任何人都应该感到自己不能够表达并告知相关人员关于校园儿童安全保护的担忧。我们向提出这种担忧的个人保证，他们不必担心由于提出此类担忧而带来的任何有害后果。当他们对儿童安全保护有担忧时，向相关人员表达出来绝对是正确的做法，同时也是他们的职责所在。

Types of allegations 指控类型

6.2 As specified in the UK's, 'Keeping Children Safe in Education' (2016) the following definitions should be used when determining the outcome of allegation investigations:

根据英国《在教育环境中保护儿童安全》（2016），在确定指控调查结果时，应使用下列定义：

- a) Substantiated: there is sufficient identifiable evidence to prove the allegation;
经证实的指控：有足够的可识别的证据来证明指控
- b) False: there is sufficient evidence to disprove the allegation;
错误指控：有足够证据反驳指控；
- c) Malicious: there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false;
恶意指控：有清晰证据证明存在蓄意欺骗行为，并且指控是完全错误的；
- d) Unfounded: there is no evidence or proper basis which supports the allegation being made. It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw; alternatively, they may not have been aware of all the circumstances;

无根据的指控：没有证据或适当依据可以支持该指控。也可能表明提出指控的人误解了事件或对他们所看到的情况有错误的理解。又或者他们可能没有注意到所有的情况。

- e) **Unsubstantiated**: this is not the same as a false allegation. It means that there is insufficient evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

未经证实的指控：这与错误指控不同。这意味着没有足够的证据证明或反驳指控。因此，未经证实的指控并不表示有罪或无罪。

7. Immunity and Speaking up Procedures 豁免与报告程序

- 7.1 Staff who are concerned about the conduct of a colleague may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of a child is paramount. This procedure empowers staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

对同事行为有担忧的员工可能担心自己对情势有误解，并担心报告该员工的行为是否会危及同事的职业生涯。但是，所有员工都必须谨记，儿童的福祉高于一切。此举报政策使员工能够自信地提出担忧或指控，以便展开敏感性调查。

- 7.2 AISL recognises that its staff are often the first people to suspect or realise that something is wrong and is therefore fully committed to dealing responsibly and professionally with their genuine concerns about child safeguarding. AISL also recognises that, for a number of reasons, staff often feel reluctant to raise such concerns. That is why an AISL school will always support any and every member of staff who 'speaks up' about a concern they have.

亚洲国际学校有限公司认识到，其员工通常是第一个怀疑或意识到问题的人，因此我们完全致力于以负责任的态度专业地处理员工对儿童安全保护的真切担忧。亚洲国际学校有限公司还认识到，出于各种原因，员工经常感到不愿提出此类担忧。这就是为什么亚洲国际学校有限公司将始终支持每一位表达出担忧的员工。

- 7.3 To make a disclosure, you only need to act in good faith, e.g. with an honest belief about the concern you raise. Through its policies and practice, an AISL school actively encourages you to raise concerns internally making use of the accepted channels of reporting – either through the school's Safeguarding Officers or directly to the Head. Your concern will be treated in the strictest confidence. AISL and, more directly, the school will ensure that your concerns are investigated promptly and efficiently and, whenever possible, you will be advised of the outcome.

你只需要本着诚信善意的态度进行披露，例如诚实地提出你的担忧。通过这项政策及实践，亚洲国际学校有限公司的学校积极鼓励你在内部利用认可的渠道提出担忧—通过学校儿童安全保护专员或直接报告给校长。我们将对你提出的担忧严加保密。亚洲国际学校有限公司，及更直接的学校将确保及时有效地调查你的担忧，并且尽可能地告知您调查结果。

- 7.4 The school will not hold responsible or at fault any school employee making a report of abuse that is later judged to be false, unless it can be demonstrated that the person wilfully and intentionally falsified a report. 任何员工报告的虐待即使后经判定为错误，学校也不会追究员工的责任或过错，除非可以证明该员工蓄意和故意伪造了报告。

8. Safeguarding and the Physical Environment 儿童安全保护与物理环境

- 8.1 Every AISL school must be a safe place for all students. The way we achieve this is outlined in our Health and Safety Policy.

每一所亚洲国际学校有限公司的学校必须是所有学生的安全场所。我们的健康与安全政策概述了我们实现这一目标的方法：

Please also note the following key points, which relate specifically to the safety of children:

另外，请注意以下与儿童安全特别相关的要点：

- Doors should have clear glass windows. Any film or blinds must still allow occupants to be visible from outside the room
门上应该装有透明的玻璃窗。任何有卷帘或百叶窗的房间仍必须能让房间外的人看见。
- Staff bathrooms are available and are clearly identified as such. Staff must not use the same bathrooms as students. In cases where it is necessary to enter a student allocated bathroom, such as to attend to a behavioural or health and safety issue, leave the door open and announce your reason for entering the space as a warning to other students using the bathroom. Where possible in such situations avoid being alone. We understand that with very young children, staff will be assisting with children's toileting and intimate care needs. In this case please refer to the Intimate Care Policy.
学校有职员卫生间，并有明显标识。因此，员工不得与学生使用同一卫生间。如果有情况需要进入学生专用卫生间，例如处理行为或健康安全问题的，请保持房门打开，并说明你要进入该空间的原因，以警告其他正在使用卫生间的学生。在这种情况下，尽可能避免与学生独处。我们了解对于非常年幼的儿童，员工将协助处理他们如厕以及亲密护理需求。此类情况请参考亲密护理政策。
- If staff are in a one-to-one situation with students in a room, (e.g in boarding, on expeditions or trips etc.) they should ensure that the door remains open, or move to a more public space where this is possible and appropriate.
如果员工和学生单独处于同一空间（例如寄宿、远足旅行或旅行等等），他们需要确保房门保持打开的状态，或者尽可能转移到更公开的空间。

9 Safer Recruitment 更安全的招聘流程

Our Aims 我们的目标

9.1 The safer recruitment of all staff working in AISL schools is the first step to safeguarding and promoting the welfare of children in education. Our safer recruitment processes aim to:

所有亚洲国际学校有限公司的员工都是经过更安全的招聘流程招聘进来的，这是保障儿童安全保护及促进儿童教育福祉的第一步。

- Deter potential abusers by setting high standards of practice and recruitment
通过制定高标准的实践的招聘，阻止潜在虐待者进入。
- Reject inappropriate candidates at the application and interview stages.
在申请和面试阶段将不适合的候选人拒绝在外。
- Prevent abuse to children by developing robust policies and agreeing on safe practice.
通过制定严格有力的政策并就安全实践达成共识，防止对儿童的虐待。

Achieving our Aims 实现我们的目标

9.2 We ensure that at least one member of staff on every recruitment panel has undertaken training in safer recruitment and that:

我们确保每一个招聘小组中至少有一名员工接受过关于更安全的招聘流程培训，并且：

- Up-to-date police records from a teacher's country of origin and previous country of employment, have been received and checked by the school;
学校需查收并验明教师原籍国以及之前所在就业国家的最新无犯罪记录证明;
- After two years – usually at the time of contract renewal – we renew this police check;
两年后—通常在续签合同时——我们会要求员工重新提交最新的无犯罪记录证明;
- We have at least two appropriate professional references, one of which must be from a candidate's current, or most recent, employer;
我们至少要有两名合适专业的推荐人，其中一名必须来自候选人现在或最近的雇主;
- If a teacher has worked in two or more schools, within 5 years, telephone contact is made with those schools to ask why the teacher is leaving and if there were any concerns of a safety nature with children;
如果教师 5 年内曾在两所或多所学校工作过，我们需要电话联系这些学校，询问清楚教师离职的原因，以及是否存在涉及儿童安全问题担忧。
- All new staff read and sign the Child Safeguarding Policy and our Code of Conduct;
所有新入职的员工都需要阅读并签署儿童安全保护政策以及我们的行为准则;
- We give staff training on arrival in safeguarding and refresh this training formally on biennial basis.
员工入职时我们会为其提供有关儿童安全保护的培训，并且每两年对培训内容进行一次正式的更新。

Minimum safeguarding requirements expected of contractors 对承包商的基本要求

9.3 We expect the following as a minimum in the case of all contractors:

对于所有承包商，以下是我们对他们的基本要求

- Induction training provided which covers safeguarding;
涵盖儿童安全保护的入职培训;
- A designated senior member of the Operations team (or, in alternate School structures, the Head) ensures that CSP information is shared with relevant managers through regular meetings. At Harrow Shenzhen Qianhai, this is the Chinese Principal;
运营团队的指定高级成员（或在其他学校结构中指定为校长）要确保通过定期会议与相关管理人员分享儿童安全保护信息。在深圳前海哈罗学校则为中方校长。
- Contractors read, complete and sign the CSP Self Declaration Form (English and local language versions to be made available);
承包商阅读、完成并签署儿童安全保护自我申报表（提供英文版本及本地语言版本）
- Police checks for any member of staff who will be employed on-site for longer than 6 days
任何将在现场工作超过 6 天的人员，需要提供无犯罪记录证明;
- Our Code of Conduct for contractors is shared and a record is kept of their having read and understood it;
我们会给承包商的提供行为准则，并会保存他们已经阅读和理解的记录;
- Toolbox Talks - daily reminders given on CSP awareness.
安全作业培训会议—每天提醒有关儿童安全保护的意识

Minimum safeguarding requirements expected of all adults living on campus

对所有在校居住的成年人的基本要求

9.4 In schools where staff live on campus:

有员工居住的校园:

- Safeguarding Policy and Code of Conduct made available to all at induction meeting (during new staff induction);
在员工入职培训会议中提供儿童安全保护政策以及行为准则;

- Expectation for all residential occupants to adhere to the Safeguarding Policy and the Code of Conduct; 所有家属都要遵守儿童安全保护政策及行为准则;
- Resident adults read, complete and sign the CSP Self Declaration Form (English and local language versions to be made available). 成年居住者要阅读、完成并签署儿童安全保护自我申报表（提供英文版本及本地语言版本）

10 Staff Training 员工培训

10.1 Training should provide designated safeguarding leads with a good understanding of their own role, and the processes, procedures and responsibilities of other agencies, particularly children's social care.

培训需让儿童安全负责人清楚了解自己的角色，以及其他机构的流程、程序和职责，尤其是儿童社会关怀。

10.2 Each school's HR Manager (or in schools with alternate structures, the Head), supported by the Safeguarding Taskforce, keeps detailed records of all staff safeguarding training and issue reminders when training updates are required.

在儿童安全保护专职小组的支持下，每所学校的人力资源经理（或在其他学校结构中，校长）都要保存所有员工关于儿童安全保护培训的详细记录，并在需要更新培训时发出提醒。

10.3 It is good practice to include a safeguarding agenda item in all staff meetings.

将儿童安全保护加入到所有员工会议议程中会是一个很好的做法。

10.4 All paid and unpaid members of staff have regular, mandatory safeguarding training, including school governors, senior managers, outside providers, volunteers, interns, and contractors, or anyone working on behalf of the school.

所有带薪或无薪员工均要接受定期的、强制的儿童安全保护培训，包括学校校董、高级管理层、外部供应商、志愿者、实习生、承包商或代表学校工作的人员。

10.5 New staff have safeguarding training as part of the induction process and that this is kept up to date by refresher training at two-yearly intervals.

儿童安全保护培训是新员工入职培训的一部分，并每两年接受更新培训，以确保培训内容于时并进。

10.6 In addition, the designated members of staff (CPOs, and DSL) will undertake multi-agency training every two years to keep their knowledge and skills up to date. We aim to ensure that this group of staff is all Level 3 safeguarding trained. All members of senior leadership to be Level 2 safeguarding trained.

另外，指定员工（CPOs 和 DSL）每两年需要接受不同机构的培训，以确保他们的知识和技能得到更新。我们的目标是确保这组员工都通过儿童安全保护 3 级培训。所有高级管理人员都通过儿童安全保护 2 级培训。

10.7 Standards of behaviour expected of staff, are outlined in the Staff Professional Code of Conduct. It is expected that all staff read this code and sign to acknowledge that they have done so. All members of staff (and all adults working with students) read and agree to this Safeguarding Policy before their duties begin.

我们在员工专业行为准则中概述了员工的行为标准。所有员工都需要阅读该行为准则并且签署同意遵守。所有员工（以及所有与学生工作的成年人）在开始工作前都需要阅读并同意本儿童安全保护政策。

11 Self-Assessment and internal Quality Control 自我评估及内部质量管控

11.1 To ensure that safeguarding documentation remains effective and up to date, schools will ensure that:

为保证儿童安全保护文件的有效性和及时更新，学校将确保：

- a) A biennial external audit is carried out, which forms part of our safeguarding improvement action plan;
每两年实行一次外部审计，这是构成我们推动儿童安全保护行动计划的一部分；
- b) An internal audit occurs annually.
每年进行一次内部审计

12 Budgeting for Safeguarding 预算与儿童安全保护

12.1 In recognition of the central importance of safeguarding to the entire enterprise, safeguarding is to have its own designated and protected budget line in the school accounts. From this budget comes:

为彰显儿童安全保护在整个企业中的核心重要性，儿童安全保护在公司的财务中是有专门的预算，并且这项预算是有保证的。

- a) Funds for the biennial audit;
每两年审计一次资金
- b) Funds for signage;
制造标示的资金
- c) Funds for storage and office sundries.
仓库存储和办公室杂项经费

Training of staff connected to safeguarding is to be budgeted for under the main CPD budget
与儿童安全保护相关的员工培训预算列在主要 CPD 预算中

13 Risk Assessment 风险评估

13.1 Risk assessment is undertaken to good effect in promoting safety. Such assessments cover all aspects of the school's work, such as premises and equipment, on-site activities, off-site activities and the venues used, use of minibuses and other forms of transport.

风险评估对提高儿童安全保护能起到良好效果。风险评估涵盖了学校工作的各个方面，比如场地和设备，现场活动，户外活动以及使用场馆，小巴和其他交通工具的使用。

13.2 Our risk assessments include sections to address child safeguarding risks and a risk management plan.
我们的风险评估包括了处理儿童安全保护风险以及风险管理计划。

13.3 Our risk assessments consider all safeguarding matters when working with other partners and third-party providers, for example on expeditions and trips.
在与合作方以及第三方供应商工作时，我们的风险评估涵盖了所有与儿童安全保护相关的问题，例如远足旅行、旅行的情况。

13.4 Where appropriate, short briefings/training input are given to staff of host organisations/locations on child safeguarding and how to report issues of concern.
在适当情况下，为主办机构/地点的员工提供关于儿童安全保护以及如何上报问题的简短介绍会议/培训。

13.5 Risk assessments are signed off by managers/senior leaders, not only by the trip or expedition leader.
风险评估不单单由远足旅行及短途旅行负责人签署验收，而且还需要由经理/高级管理层签署验收。

14 Implementation Actions 行动执行

14.1 In order to implement and monitor this Safeguarding Policy, AISL schools will:
为了执行和监督儿童安全保护政策，亚洲国际学校有限公司的学校将会：

- a) Designate a senior person for as DSL, providing appropriate training, support and time for this role;
指派高级管理人员担任儿童安全保护负责人（DSL），并为其胜任提供合适的培训、支持以及时间；
- b) Ensure a nominated governor takes a lead role for safeguarding including championing safeguarding issues within the school and liaising with the Head, having an overview of the safeguarding and all related policies, auditing safeguarding measures annually alongside the Head following a calendared timeline;
确保有一位提名校董领导儿童安全保护工作，包括维护校内儿童安全并与校长保持联系，全面了解儿童安全保护以及所有相关政策，根据规定的时间表，每年与校长一同对儿童安全保护措施进行审计；
- c) Ensure every member of staff, volunteer, site user, employee and governor know the name of the designated safeguarding officer responsible for safeguarding and their role through the training programme and the display of posters around the site;
确保每一位员工、志愿者、场地使用者、雇员以及校董都能通过培训项目、现场海报展示清楚知道儿童安全专员的姓名以及职责；
- d) Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for recording any concerns and referring any concerns to the designated teacher responsible for safeguarding;
确保所有员工以及志愿者清楚他们有责任对虐待迹象保持警觉，同时有责任记录下问题并报告给指定的负责儿童安全保护的老师；
- e) Ensure all visitors are aware of child safeguarding expectations and reporting procedures by having information on signed acknowledged visitor slips and CS reporting posters at key points around the school;
通过签署来访者确认单以及放置在学校关键地点的儿童安全保护问题海报，让来访者了解儿童安全保护要求；
- f) Ensure all staff receive safeguarding training as a minimum expectation of every two years, and that lead people (Designated Safeguarding Officers, lead person and Safeguarding Taskforce members and Nominated Safeguarding Governor) are trained every two years;
作为基本要求，所有员工每两年需要接受一次儿童安全保护培训。领导人员（儿童安全保护专员、领导人员以及儿童安全保护专职小组成员以及提名儿童安全保护校董）每两年都要要受训；
- g) Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters;
与相关机构建立有效联系，并按要求配合他们有关儿童安全保护事宜的查询；
- h) Ensure all child welfare and safeguarding records are kept securely, and in locked locations
确保所有的儿童福祉与安全保护记录都安全地保存在上锁的地方；
- i) Ensure safer recruitment practices are always followed;
确保始终遵循更安全的招聘做法；
- j) Ensure that any allegations against members of staff with a safeguarding aspect are dealt with following agreed procedures and all such concerns to be dealt with urgently;
对于针对员工的儿童安全保护指控，要确保能按照商定程序处理。所有这些问题都需要紧急处理；
- k) Ensure that the school building and site are appropriately secure, with a clear record kept of any risk assessments carried out, by following school procedures on health and safety and risk assessments;

确保校园建筑以及场地的安全性，对进行的所有风险评估都要保有明确的记录，遵循学校的健康安全与风险评估程序；

- l) Ensure that other school policies which have a safeguarding element (e.g. health and safety; anti-bullying; e-safety; behaviour; HR recruitment; boarding sanctions) are all consistent with this policy and with each other and where appropriate make crossreference to this policy;
确保其他学校政策中与儿童安全保护部分相关的内容（比如：健康与安全；反欺凌；网络安全；行为；人力资源招聘、寄宿批准）与此政策保持一致，并且在适当情况下，对照此政策；
- m) Carry out an annual safeguarding and safeguarding audit, and track progress against a safeguarding action plan, reviewed mid-year. Governing Body will receive a safeguarding report at least once a year (based on the annual audit and review);
每年执行一次儿童安全保护审计。并且根据儿童安全保护行动计划追踪进度，进行年中回顾。校董会每年至少要收到一次儿童安全评估报告（依据年度审计和回顾）。
- n) Ensure all staff, governors and volunteers receive and sign for a copy of this policy;
确保所有员工、校董以及志愿者都收到并签署此份政策。
- o) Ensure that parents receive information from the school about the responsibility placed on the school and staff for safeguarding through calendared workshops;
通过安排研讨会，确保家长知悉学校和员工对儿童安全保护的责任；
- p) Provide age-appropriate education and safeguarding training to students.
为学生提供适龄教育以及儿童安全保护培训。

15 Contact Information for Safeguarding Services 儿童安全保护联系方式

15.1 Each school will maintain a database of local child safeguarding agencies and support services. Details of these services will be available to the Safeguarding Team.

每一所学校将会建立并维护一个当地儿童安全保护机构与支持服务的数据库。我们将为儿童安全保护团队提供这些服务的详细信息。

15.2 AISL schools will endeavour to keep these links fresh by making personal contact with the agencies on a biennial basis. This ensures that if the worst were ever to happen, schools have the contacts necessary to make the most of the services available to us.

亚洲国际学校有限公司会每两年与这些机构进行个人联系，努力确保联系信息的及时更新。如果有最坏的情况发生，这将确保学校在需要的时候能联系到相关机构，得到最大程度的支持服务。

Appendix 1: Definitions of Key Terms 附录 1：关键术语定义

The term 'all staff' as used in this policy includes, but is not limited to:

本政策中使用的“所有员工”包括但不限于：

1. Teachers (including supply teachers) 教师（包括代课教师）
2. Teaching Assistants 助教
3. Administrative staff 行政员工
4. Operations staff 运营员工
5. Maids 阿姨
6. Senior managers 高级经理
7. Governors 校董
8. All paid staff who are working for the School 为学校工作的所有带薪员工

9. Outside activity providers 户外活动供应商
10. Coaches 教练
11. Volunteers 志愿者
12. Graduate interns 毕业实习生
13. Contractors 承包商
14. Consultants 顾问
15. Visiting speakers 客座演讲嘉宾
16. Visiting professionals delivering training on-site 提供现场培训的客座专业人士

The term ‘residential occupants and staff’ as used in this policy includes, but is not limited to:

本政策中使用的“家属及员工”包括但不限于：

1. Spouses of staff residing in school houses or boarding residences on campus, who are not employed by the school;
不受学校雇佣，但是居住在学校房子或校园宿舍的员工配偶；
2. Long-term guests or visitors of staff residing in staff houses or boarding residences on campus. For example, staying for an extended period (more than 6 days);
居住在员工房子或学校宿舍的长期客人或访客。例如，会停留较长时间（多于6天）；
3. Any individual, employed by a residential occupant, to work in the staff houses or boarding residences on campus on a regular basis. For example, nannies and maids.
被家属雇佣，定期在员工房子或校园宿舍工作的任何个人。比如保姆和阿姨。

Schools must work with appropriate agencies to investigate when any adult who is/has worked at, or is involved with, the school has “behaved or may have behaved in a way that indicates they may not be suitable to work with children”.

当有任何正在/曾经在学校工作过，或参与学校工作的成年人表现出或可能表现出不适合与儿童一起工作的行为表现，学校必须与合适的机构合作展开调查。

Appendix 2: Indicators of Abuse 附录 2：虐待的特征

Things to watch out for: 需要注意的事项：

POSSIBLE INDICATORS OF PHYSICAL ABUSE 身体虐待的可能指标	POSSIBLE INDICATORS OF EMOTIONAL ABUSE 情感虐待的可能指标
<ul style="list-style-type: none"> ● Unexplained bruises and welts on any part of the body 身体部位有不明原因的瘀伤 ● Bruises of different ages (various colours) 处于不同时间阶段的瘀伤（不同颜色） ● Injuries reflecting shape of article used (electric cord, belt, buckle, table tennis bat, hand) 反映使用物品形状的损伤 ● Injuries that regularly appear after absence or vacation 缺勤或假期后身体经常出现损伤 ● Unexplained burns, especially to soles, palms, back or buttocks 不明原因的烧伤，尤其是脚底、手掌、背 	<ul style="list-style-type: none"> ● Emotional abuse can cause a child to change the way they behave 情感虐待可以导致儿童改变他们的行为方式 ● They might not care how they act or what happens to them, this is also known as negative impulse behavior 他们可能不在乎自己的行为或发生在他们身上的事，这也被称为消极冲动行为 ● Or they may try to make people dislike them, which is called self-isolating behavior 或者他们可能试图让人们不喜欢他们，这被称为自我孤立行为 ● A child who is being emotionally abused may develop risk-taking behaviours such as

<p>部或臀部的烧伤</p> <ul style="list-style-type: none"> ● Burns with a pattern from an electric burner, iron, or cigarette 身上有电炉、熨斗或烟头痕迹的烧伤 ● Rope burns on arms, legs, neck, or torso 手臂、腿、脖子或躯干上有绳索灼伤 ● Injuries inconsistent with information offered by the child 与儿童所提供的信息不符的损伤 ● Immersion burns with a distinct boundary line 具有明显界线的浸入式烧伤 ● Unexplained laceration, abrasions, or fractures 不明原因的撕裂、擦伤或骨折 	<p>stealing, bullying and running away 遭受情感虐待的儿童可能会发展出冒险行为，例如偷窃、欺凌和逃跑</p> <ul style="list-style-type: none"> ● Self-harming or eating disorders 自残或进食障碍 ● May lack social skills 可能缺乏社交技能 ● Appear distant from parents 与父母疏离
<p>POSSIBLE INDICATORS OF SEXUAL ABUSE 性虐待的可能指标</p> <ul style="list-style-type: none"> ● Sexual knowledge, behavior, or use of language not appropriate to age level 不符合年龄的性知识、行为和语言使用 ● Unusual interpersonal relationship patterns 不寻常的人际关系模式 ● Venereal disease in a child of any age 在任一儿童年龄阶段患上性病 ● Evidence of physical trauma or bleeding to the oral, genital, or anal areas 在口腔、生殖器或肛门区域有外伤或流血证据 ● Difficulty in walking or sitting 行走或坐着有困难 ● Refusing to change into PE clothes, fear of bathrooms 拒绝换上体育服，害怕卫生间 ● Child running away from home and not giving any specific complaint 儿童离家出走，并且没有提出任何具体的抱怨 ● Not wanting to be alone with an individual 不愿意与人单独在一起 ● Pregnancy, especially at a young age 怀孕，尤其是在青少年时期怀孕 ● Extremely protective parenting 父母极端保护 ● Exposure to pornography 接触色情作品 	<p>POSSIBLE INDICATORS OF NEGLECT 忽视的可能指标</p> <ul style="list-style-type: none"> ● Child is unwashed or hungry 儿童没有洗澡或挨饿 ● Parents are uninterested in child's academic performance 父母对儿童的学术表现不关心 ● Parents do not respond to repeated communications from the school 父母对来自学校的屡次沟通不予回应 ● Child does not want to go home 儿童不愿意回家 ● Both parents or legal guardian are absent 父母或法定监护人缺席 ● Parents cannot be reached in the case of emergency 在紧急情况下无法与父母取得联系

Other safeguarding risks In addition, concerns or incidents of the following should be reported as part of this Safeguarding Policy:

另外，作为该政策的一部分，下列儿童安全风险、担忧以及事件应予以报告：

1. **Children missing from education;** A child going missing from education is a potential indicator of abuse or neglect. Staff and community members (including parents and carers) should report any poor student attendance or absences which cause concern to the safeguarding officers or the DSL, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of the child going missing in future.

儿童失学； 儿童失学是遭受虐待或忽视的潜在指标。员工和社区成员（包括父母和照顾者）应上报出勤率低的学生，或引起儿童安全保护专员或负责人担忧的缺勤，特别是屡次缺勤，以帮助鉴别虐待和忽视的风险，包括性剥削，以及帮助防止未来儿童失踪的风险。

2. **Child sexual exploitation (CSE);** This involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship to serious organised crime by gangs and groups. The perpetrator/s always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

针对的儿童性剥削（CSE）； 作为参与性活动的结果，青少年收到某物（比如食物、住宿、药品、酒精、礼物、钱财或仅仅是感情），这就涉及到剥削情况、环境以及关系。性剥削可以有多种形式，从看似“两情相悦”的关系到由帮派或团体的组织犯罪。加害者/加害者们通常对受害者有某种控制权，这种控制权会随着剥削关系的发展而得到强化。性剥削包含不同程度的性胁迫，性恫吓和性诱惑，以及同龄人施加的性行为性和性暴凌等不必要压力，其中性暴凌包括网络暴力和引诱儿童。然而，同样重要的是，我们要认识到一些正在遭受性剥削的青少年不会表现出任何遭受这种虐待的外部迹象。

3. **Female Genital Mutilation (FGM);** This comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. AISL follows UK advice in this area: it is mandatory to report FGM disclosures that concern any female under the age of 18.

残割女性生殖器（FGM）； 这包含部分或全部切除女性外生殖器或对女性生殖器进行其它伤害的所有程序。亚洲国际学校有限公司在这方面遵循英国建议：强制要求上报任何涉及残割 18 岁以下女性生殖器的事情。

4. **Radicalisation;** This refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Specific background factors may contribute to vulnerability are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. As with managing other safeguarding risks, staff should be alert to changes in a child's behaviour which could indicate that they may be in need of help or protection.

极端主义； 极端主义指的是一个人支持恐怖主义以及各种形式的极端形式的过程。不存在可以识别一个人是否容易受到极端主义意识形态影响的单一方法。人的脆弱性通常由具体背景因素造成，以及与家庭、朋友以及网络环境影响有关，在此情况下脆弱人群很可能会找到极端主义或恐怖团体，因为他们能满足脆弱人群的具体需求。在管理其他儿童安全风险时，员工应该警惕儿童的行为变化，这可能表明他们需要帮助或保护。

5. **Forced marriage/abduction;** In some cultures, forced marriages are still regarded as acceptable. Any member of staff who considers a child at risk of this particular form of abuse, should report it immediately to a member of the safeguarding team

强迫婚姻/诱拐； 在一些文化中，强迫混一仍然被认为时可以接受的。任何员工如果认为儿童有遭受这

种形式虐待的风险，应该即刻报告给儿童安全保护团队成员。

Appendix 3: Disclosure FlowChart 附录 3: 披露流程图

Safeguarding Disclosures Reporting Flowchat 儿童安全事件披露报告流程图

You have concerns about a student's welfare 你对学生的福祉有担忧

Be alert to signs of abuse and question unusual behaviours or marks/injuries
警惕虐待的迹象并质疑不寻常的行为或标记/伤害



A student discloses abuse or neglect 学生披露虐待或忽视

Listen and believe - take the allegation seriously. Support them for being brave. Tell them what you will do next. Do not promise confidentiality.
倾听并信任—认真严肃地对待指控。鼓励他们勇敢。告诉他们接下来你要做什么。不要承诺保密。



Report报告

Report by completing the Concerns Logging Form to make a written record. Give the completed Concerns Logging Form to a Child Protection Officer as soon as possible. 通过完成问题记录表，以书面记录形式进行报告。尽快将问题记录表提交给儿童保护专员（CPO）。

Appendix 4: Logging Concerns Form (English) 附录 4: 儿童安全问题报告记录表

以下为儿童安全保护主管填写

Received by 签收人

Date and Time 日期及时间:

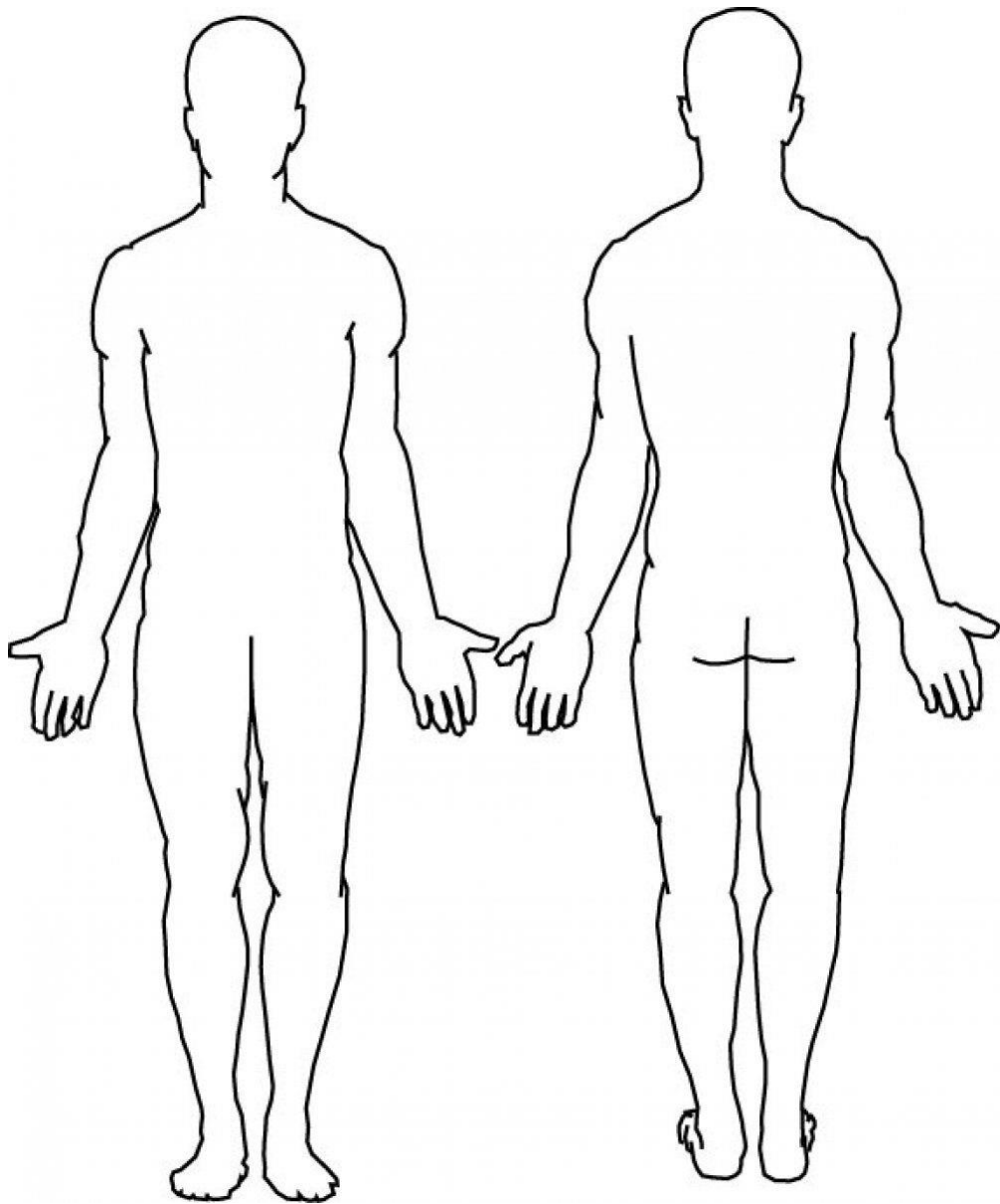
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Proposed action by the Designated person:
指定人员建议措施:

**The diagrams below only need to be annotated if applicable to the concern/s expressed overleaf.
The purpose of this page is to accurately locate physical contact or a mark/bruise/wound on the body.**

下页图仅在适用情况下进行注释。此图示目的为准确定位肢体接触位置或者身体标志/瘀伤/伤口位置。



FRONT
正面

BACK
背面

Appendix 5: Acknowledgement of Comprehension 附录 5: 理解认可

Please print out this page and return it, signed, to the Designated Safeguarding Lead
请将此页打印出来签字并返还给儿童安全保护负责人。

I have read, understand and agree to abide by the AISL Safeguarding Policy and the Staff Professional Code of Conduct. I acknowledge that their scope covers both my private and professional life.
我已经阅读、理解并同意遵循亚洲国际学校有限公司儿童安全保护政策以及员工职业行为准则。我认同政策及行为准则涵盖了我的私人以及职业生活范围。

I understand that if I do not follow the guidance laid out therein, I will be subject to disciplinary action which may result in dismissal and/or my actions being reported to the police.
我明白如果我不遵守政策及行为准则中的指导，我将会受到纪律处分，这可能会导致解雇或向警方报告我的行为。

FULL NAME (capitals, please): 姓名（中文及拼音大写）

SIGNED: _____ DATE: _____
签字 日期

Return this signed page to the Designated Safeguarding Lead; please keep the rest of the document for your own records.

签字后，请将此页返还给儿童安全保护负责人，并自行保存余下的文件内容。