

## Child Protection Policy

CATH's Chinese School and After School Homework Club exists to provide opportunities and facilities for the social, educational, cultural and physical development of children and young people between the age 11 and 25. We operate an 'Open Door Policy' in relation to membership regardless of race, religion, disability or gender. We believe it is the responsibility of those in charge to care for and develop the participants involved to the best of their individual abilities by creating an environment in which they are safe and receive the best possible services. Respect for each other, mutual understanding and cross community aspects play an important role in the ethos of the School. All the tutors and volunteers are made aware of our ethos and Child Protection Policy.

To accommodate our code of conduct we institute the following practices:

- Adhering to child protection guidelines as set out by Tower Hamlets Council
- Sharing information about child protection and to encourage tutors, volunteers to develop their training and awareness in this field

We are committed to reviewing our policy and what constitutes good practice at regular intervals.

### **CONDUCT CODE**

It is essential for everyone involved to be made aware of the behavioral standards in place at Chinese School and After School Homework Club and what is not acceptable and additionally that on arrival at the School the children are given a written brief on the general conduct code:

- No foul or abusive language or unacceptable behaviour.
  - No bullying
  - Respect for the other children
1. Tutors and volunteers are advised not to spend excessive time alone with children. Do not go into the toilet alone with children.
  2. Meetings with individual children should take place as openly as possible. Never take or make arrangements to meet a child alone in your home. Volunteers should not meet with children outside organised activities, unless it is with the full knowledge and consent of the parents and that the school is aware of the meeting.

3. If on occasion privacy is required, other Sub-committee members should be informed and at least one should be within earshot of the conversation. The door should be left open.
4. Tutors and volunteers should avoid unnecessary physical contact with children. On occasion when an injury occurs or a child is distressed the involved adult should explain to the child what he or she is doing but only with the consent of the injured party and in full view of as many persons as possible.
5. If a child touches you in an inappropriate place record the incident and report it to another adult. While an incident could be purely innocent or horseplay efforts should be made to inform the offending child that this behaviour is not acceptable in a manner that does not intimidate the involved party.
6. Car journeys, however short should be with the full knowledge and consent of the parents and someone in charge of the school/project. It is not a good practice to be alone with the child in the car and if possible make your pickup point or drop-off point with at least two children.
7. Never keep suspicions of abuse by a colleague to yourself. If there is an attempt to cover up you could be implicated by your silence. Inform the appropriate person at the school of your suspicions.

School outings should be well organised:

- Parents informed by letter on times of departure and return
- Appropriate number of adults involved for supervision

In relation to overnight stays:

- Never ask a child to your room
- If checking rooms make sure you do so in pairs
- Make the children aware of the availability of telephones to contact home
- Parents should be aware of contact telephone numbers in the case of an emergency

Tutors and Volunteers should never:

- Engage in sexually provocative manner or indulge in horseplay, which may be construed in the wrong manner
- Allow children to use foul language unchallenged
- Make sexually suggestive comments about, or to a child, even in fun
- Let allegations a child makes go without being addressed and recorded
- If a complaint is made a sub-committee member should be informed immediately and a record of that meeting logged

## **COMMUNICATION**

We encourage communications between children and tutors in relation to class sessions and it is important to listen to the children's views on the merits or otherwise on matters which concern their development.

All children and parents are made aware of the availability of the tutors, volunteers or committee members to speak to in relation to all the activities at CATH's Chinese School, After School Homework Club and Multi-sports Project.

## **DEALING WITH ALLEGATIONS AND THE PROCEDURE TO FOLLOW**

### **Designated Person**

The designated person and a deputy-designated person for child protection are Maggie Tsui and Stephen Le respectively. In the event of any concerns regarding a child then the designated person or deputy will be informed at the earliest available opportunity. If necessary the designated person will inform the relevant Social Services Department without delay and the Management Committee. The designated person will also ensure that the child protection procedures are kept up to date and reviewed.

### **Named Person**

Children and parents/carers will have a 'named person' to whom they may report any worries or concerns. This person will normally be the designated person or deputy.

If a child gives an indication that he/she may want to talk to you about a problem you should:

- Arrange a time and place where you can talk confidentially as soon as possible
- Stay calm and reassuring
- Explain to the child that if the complaint is of a serious nature that it may be necessary to inform others
- Listen to everything the child has to say - do not stop the child from talking
- Under no circumstance's interrogate the child
- Be clear in your mind what the child has related to you
- Ask if he/she has told anyone else and if not, who would be a good person to contact
- Explain that there are other people who will help them and it may be necessary to contact them
- Don't make any promises to the child
- Thank the child for informing you and reassure him/her that they were right to do so.

### **ACTION**

Record the discussions accurately and as soon as possible after the event.

Contact the Chair of the Education Sub-committee / School Governor / Head of Chinese School / General Manager immediately and seek guidance in relation to the complaint. The Chair of the Education Sub-committee / School Governor / Head of Chinese School / General Manager, after the discussion, may contact the Social Services and if appropriate makes a direct referral.

It is important to keep a record of ALL actions taken i.e. letters and telephone calls and maintain strict confidentiality.

While this procedure should be followed the Chair of the Education Sub-committee / School Governor / Head of Chinese School / General Manager may consider that complaints of a lesser nature i.e. bullying, cheating and that in these cases he may decide that the matter may be handled internally without outside involvement. However it must be emphasized that each case will be thoroughly investigated and remedied to the satisfaction of the child/parent concerned. Appropriate action will be taken.

## **RECRUITMENT**

While the vast majority of people who work with children are well motivated there is a need to be careful in the selection procedure to screen out those who are not suitable.

In recruiting tutors and volunteers the following procedure should be carried out:

- Confirm their identity
- Ask how they think they can contribute to the development of the School
- Supply in writing any relevant skills or qualifications that may be of benefit to their specific role within the School / Club
- Ask for references and referees
- Successful applicants will be at the discretion of the Chair of the Education Sub-committee / School Governor / Head of Chinese School / General Manager, Education Sub-committee and the Management Committee
- Successful applicants will also require to go through an Enhanced DBS check
- Applicants should be made aware of the School's ethos, Child Protection Policy and conduct code and running procedures at the School

Reviewed on: 5<sup>th</sup> May 2018

Next review date: April 2019