

ASDAN STUDENT SAFEGUARDING POLICY

ASDAN fully appreciates its responsibilities for student safeguarding and protection in respect of its “duty of care” to protect student and to support students in our programs. We expect all staff (teachers, team leaders, and administrators) to share this commitment in their attitudes and actions. The policy will be amended and improved, as soon as practical, to respond to new situations.

1. Introduction

The aims of the safeguarding policy are:

- 1.1 To establish a safe environment in which student can learn and develop and feel safe, secure, valued and respected. Student feel confident, to approach adults if they are in difficulties believing they will be effectively listened to.
- 1.2 To ensure we practice safe recruitment in checking the suitability of staff to work with student and as a minimum to ensure that all staff who have regular access to student have been checked as to their suitability.
- 1.3 To raise awareness of safeguarding issues and equip student with the skills needed to keep themselves safe.
- 1.4. To implement monitor and develop procedures for identifying and reporting cases, or suspected cases, of abuse. To operate a structured procedure in cases of suspected abuse. This means that any disclosure or suspicion of abuse will be reported to the ASDAN Beijing Office.

2.0 Procedures

- 2.1 All members of staff understand and fulfill their responsibilities.
- 2.2 All members of Staff are provided with relevant Student Protection Awareness information, to develop their understanding of the signs and indicators of abuse, along with individual responsibilities.
- 2.3 All new members of staff are given a copy of our Staff Handbook containing this Safeguarding Policy.

3.0 Responsibilities

The Director is responsible for the appointment, liaison. This will include periodic review, to ensure that effective training has occurred.

- 3.1 The designated staff, is responsible for:
 - 3.1.1 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
 - 3.1.2 Ensuring that all such records are kept confidentially in the Offices and are kept separate from student records.
 - 3.1.3 Ensuring that an indication of further record-keeping is marked on the student records.
 - 3.1.4 Liaising with other colleagues.
 - 3.1.5 Ensuring that either they or any adult attends relevant case conferences with other

agencies and provides a report which has been shared with the parents (if appropriate).

4.0 Supporting Student

4.1 A student who is abused or witnesses violence may feel helpless and humiliated, may blame themselves and find it difficult to develop and maintain a sense of self worth.

4.2 We are aware that research shows that the behaviour of a student in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn and so we will support all students by:

Encouraging self-esteem and self-assertiveness, through the program as well as our relationships, whilst attempting to counteract aggression and bullying.

Promoting a caring, safe and positive environment within all programs.

5.0 Confidentiality

5.1 The Director discloses any information about a student to other members of staff on a need to know basis only.

5.2 All Staff are made aware that they have a professional responsibility to share information with other agencies in order to safeguard student.

5.3 All Staff are made aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. In addition, Staff are aware that leading questions must not be asked of students, as this could affect the reliability of statements made.

6.0 Supporting Staff

6.1 Staff working in our program who have become involved with a student who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.

6.2 We support such Staff by providing an opportunity to talk through their anxieties with the HR and to seek further support as appropriate.

7.0 Allegations of Abuse against Staff

7.1 Procedures for dealing with allegations of abuse against Staff are carried out. Members of Staff, the Director and any other adults are made aware of this guidance, the procedures, and other local guidance relating to this issue.

7.2 All Staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual student or parents to be conducted in view of other adults. Specific situations put Staff in closer work with students: academic training, email or phone communication, trips. Staff should ensure absolute probity in these specific situations; for example, all communication should always been on a formal level. This includes professional conduct on social networking sites.

7.3 If an allegation is made about a member of staff, the person receiving the allegation should immediately inform the Director where appropriate. The Director on all such occasions will discuss the content of the allegation with relevant senior colleagues and professional advisors and take appropriate action including informing the member of staff.

8.0 The Duty to Report Concerns

8.1 We recognise that students cannot be expected to raise concerns in an environment where Staff fail to do so. All Staff have a duty to raise confidentially any concerns.

8.2 All Staff should be aware of their duty to raise concerns, where they exist, about the management of student protection, which may include the attitude or actions of colleagues.

9.0 Prevention

9.1 Staffs in our program play a significant part in the prevention of harm to our students by providing students with good lines of communication with trusted adults, supportive friends and an ethos of protection.

9.2 Staffs in our program will therefore:

9.2.1 Establish and maintain an ethos where students feel secure and are encouraged to talk and are always listened to.

9.2.2 Ensure that all students know there is an adult during the program whom they can approach if they are worried or in difficulty.

9.2.3 Include across the curriculum, opportunities which equip student with the skills they need to stay safe from harm and to know to whom they should turn for help.

Last revised: February 26, 2021

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