

DEHONG STUDENT SAFE AT SCHOOL POLICY

德闾“安全在校”工作准则

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1 AN INTRODUCTION 引言

1.1 Our *Safe at School* statement 安全在校承诺

At Dehong Education we define *Safe at School* as taking action to protect students in every aspect of their moral, emotional, intellectual, physical development and welfare. The protection is at the heart of everything we do.

德闳教育中，“安全在校”的定义是：采取行动保护学生在情感、智力、身体和品德发展以及福祉的各方面的安全。对我们学生的保护是我们一切事务的核心。

1.2 Our guiding principles 我们的指导原则

- We listen to our students and put them first
我们聆听学生的意见以学生为先
- We believe that everyone is responsible for a *Safe at School*
我们坚信每个人都有责任让孩子安全在校
- We train all adults working in our schools
我们培训所有在校工作的成人员工
- We support the needs of individual students, recognising that some are more vulnerable than others
我们支持个别学生的需求，认识到有些学生比其他学生更脆弱
- We deliver a *Safe at School* curriculum.
我们教授《安全在校》课程
- We recruit safely
我们安全招聘
- We have a culture of safe reporting
我们的文化鼓励安全报告

1.3 Our 8 *Safe at School* competencies 安全在校的 8 项要求

1. Place the student at the centre of all that you do.
一切以学生为核心展开
2. Understand the possible signs and indicators of abuse and neglect.
了解可能由于虐待与忽视而出现的迹象和标志
3. Know how to respond to and communicate with students.
聆听并作出回应，以适当的方式与孩子沟通
4. Be persistent in your response to safeguarding needs, respecting the need for confidentiality.
尊重要保密的需求
5. Understand what might make some students more vulnerable.
认出会使孩子更容易受伤害的因素

6. Understand your *Safe at School* policy and Code of Conduct.

了解并遵守德闳教育的《安全在校》政策与《行为准则》

7. Know how to share key information safely and who to share it with.

知道如何安全分享信息，以及与谁分享信息

8. Be culturally sensitive.

具有文化敏感性

2 PROFESSIONAL LEARNING 培训学习

As a member of the Dehong *Safe at School* community the learning for staff will be ongoing. After *Ten Things You Need to Know* and face to face induction staff will receive regular knowledge check activities. More can be read in the [Dehong Competency and Professional Learning Framework \(Doc1\)](#)

作为德闳“安全在校”社区的成员，我们将为员工提供持续性的学习机会。在“你需要知道的十件事”以及线下培训之后，员工将会定期收到知识自查相关活动。了解更多，请阅读【德闳“安全在校”能力要求与培训框架】

3 POLICIES AND PROCEDURES 政策与制度

3.1 What is our context? 我们的背景

Dehong International Chinese School provides a bilingual, bicultural education to Chinese nationals. Our approach to protecting students is rooted in the laws of the People's Republic of China and upon best practice from around the world.

德闳学校为中国学生提供双语和双文化的教育。我们保护儿童的方式与方法严格遵守中华人民共和国的法律法规，同时借鉴世界各国最高水准的做法。

3.1.1 The Law of the People's Republic of China on the Protection of Minors 2012

states that our protection of students must be based on the following principles of:

《中华人民共和国未成年人保护法》（2012 修正本）规定，保护未成年人的工作，应当遵循下列原则：

1. respecting the personality and dignity of the minors

尊重未成年人的人格尊严；

2. understanding stages of a student's development and meeting their developmental needs

适应未成年人身心发展的规律和特点；

3. combining education and protection.

教育与保护相结合。

<https://www.loc.gov/law/help/child-rights/china.php>

3.1.2 United Nations Convention on The Rights of The Child

In 1989 The People's Republic of China signed the United Nations Convention on The Rights of The Child to which 196 countries around the world are signatories. The Convention gives all children the right to develop, to be protected and to participate.

1989年，中华人民共和国签署了《联合国儿童权利公约》，世界上有196个国家签署了该公约。该公约赋予所有儿童发展、受保护和参与的权利。

<https://www.hrichina.org/en/convention-rights-child-crc>

<https://www.unicef.cn/en>

3.2 What is child abuse? 什么是虐待儿童?

Child abuse: 虐待儿童行为指:

- *is when a student is intentionally harmed by an adult in an isolated incident or over a period*
是指学生被成人故意伤害，可能是一次性事件或长时间发生
- *can be physical, sexual or emotional and can happen in person or online*
可能是身体、性或情感方面的伤害，可发生在现实生活中或网络上
- *can be a lack of love, care and attention – this is neglect*
可能表现为缺乏关爱、照顾和关注，即忽视

Our Dehong Schools ensure that Dehong staff, visitors and volunteers know the signs and symptoms of abuse, listen to us and are aware that abuse and neglect are rarely stand-alone events that are covered by one definition or label. In most cases, multiple issues will overlap with one another.

德闾学校确保所有德闾员工、访客和志愿者知悉虐待的迹象和表征，并且知悉虐待和忽视往往不是单独出现的事件，也不能用一种定义或者标签去概括。在大多数情况下，很多问题会互相交织在一起。

An essential part of keeping students safe is Child Protection. The School has a range of policies and procedures to protect our students.

保护学生安全重要的一个组成部分就是“儿童安全保护”。学校制定了一系列政策和程序来保障学生的安全。

Peer on peer abuse: 同伴间虐待:

Peer-on-peer abuse is any form of physical, sexual, emotional, and financial abuse, and coercive control exercised between students, and within student's relationships (both intimate and non-intimate), friendships, and wider peer associations.

同伴间虐待是指学生之间在身体、性、情感和经济方面的任何形式的虐待，以及在学生之间的亲密或非亲密关系、友谊和更广泛的同伴交往中施加的强制控制。

Protecting vulnerable students: 保护弱势学生:

All students, regardless of age, disability, gender reassignment, race, religion or belief, gender, or sexual orientation have an equal right to be protected from all types of harm or abuse. Extra safeguards may be needed to keep students who are additionally vulnerable safe from abuse. Examples could be students who are minoritised from ethnic communities; those with special educational needs and disabilities (SEND) or are lesbian, gay, bisexual or transgender (LGBTQ).

所有学生，无论年龄、残疾状况、性别认同、种族、宗教信仰、性别或性取向如何，都有平等的权利免受各类伤害或虐待。对于那些特别脆弱的学生，可能需要额外的保障措施来保护他们免受虐待。例如，少数民族学生、有特殊教育需求和残疾的学生（SEND）或同性恋、双性恋、跨性别学生（LGBTQ）。

Some students will be additionally vulnerable because of the impact of previous experiences, their level of dependency, communication need or other issues. Vulnerable students may have experienced adverse childhood experiences where the capability of the family or wider community has not always met their needs, or indeed has caused harm. Such experiences might include the presence of adults in the home with mental health problems, alcohol and drug dependence or domestic abuse; absence of supportive relationships; the wider community and social conditions. (Peer- on -Peer Abuse Policy Doc 11)

部分学生由于过往经历的影响、依赖程度、沟通需求或其他问题，会格外脆弱。弱势学生可能经历过不良童年经历，家庭或更广泛的社区无法满足他们的需求，甚至对他们造成了伤害。这些经历可能包括家中有心理健康问题、酗酒和吸毒成瘾的成年人，或存在家庭暴力；缺乏支持性的人际关系；社区和社会环境不佳等。（《同伴间虐待政策文件 11》）

3.2.1 Four Dehong Education indicators of abuse 四种虐待的可能迹象

In our child protection work we recognise four different potential areas of abuse:

在我们的儿童安全保护工作中，我们识别四类潜在的虐待行为：

- Neglect (including affluent neglect)
忽视（包括情感漠视）
- Physical abuse
身体虐待
- Emotional abuse
情感虐待
- Sexual abuse
性虐待

3.2.2 High risk factors 高风险因素

- Families with complex needs
需求复杂的家庭
- Parental substance abuse
父母滥用药物
- Poor mental health
心理健康状况不佳
- Parents with learning difficulties
父母具有学习障碍
- Students with disabilities
残疾学生
- Families with history of child abuse
有儿童虐待史家庭
- Domestic violence
家庭暴力

Staff will receive further information about domestic abuse in their training.
员工将在培训中获取更多关于家庭暴力的信息。

3.3 How do we keep our students *safe at school*? 我们如何确保学生安全在校?

3.3.1 Overview of key responsibilities 主要职责概览

We make sure that all aspects of keeping students *safe at school* are implemented by assigning a range of key roles and responsibilities for which people receive specific training and support.

我们通过任命管理负责人，并且为其提供相关的培训和支持来保障学生安全在校工作的落实。

3.3.1.1 The Dehong Council *Safe at School* responsibilities 德闾理事会的安全在校责任

CEO of Dehong : David Yung 德闾教育 CEO: David Yung

David is the overall lead for Dehong Education and chairs the Dehong Council. David also oversees the Human Resources department. His role is to ensure diligent and safe recruitment of all staff and that all aspects of operations are aware and operate according to the Dehong *Safe at School* requirements.

David 是德闾教育的总负责人，并担任德闾理事会主席。同时，他也负责管理人力资源部门，确保所有员工的招聘谨慎安全，并确保各个部门都了解并按照德闾的安全在校要求进行运作。

He ensures that the Dehong Council: 他确保德闲理事会:

is **Strategic**: plans, coordinates and quality assure the delivery of *Safe at School* services across schools

具备战略性: 计划、协调并保证安全在校服务的质量

Supports: promote *Safe at School* issues and ensure that schools are aware of their responsibilities regarding *Safe at School*. Facilitate any links to external agencies

提供支持: 宣传校园安全问题，确保学校明确自身在校园安全方面的责任，并促进与外部机构的联系。

Is **Operational**: to ensure that all Schools are safe places, and that safer recruitment is in place to prevent unsuitable adults working or volunteering with our students

操作: 确保所有学校都是安全的场所，实施安全招聘制度，防止不合适的成年人与学生一起工作或担任志愿者。

David will be informed by the Dehong Education Advisor as to all *Safe at School* developments and will be involved in any escalated school incident or allegation against an adult.

David 将由德闲教育顾问告知所有校园安全动态，并参与处理任何升级的校园事件或对成年人的指控。

Dehong Senior Education Advisor: Lesley Meyer

德闲教育高级顾问: Lesley Meyer

- Lesley is responsible for advising the Dehong schools and is the Designated *Safe at School* Lead for Dehong.
Lesley 负责为德闲学校提供建议，是德闲学校指定的安全在校负责人。
- Lesley is responsible for the implementation of the Dehong *Safe at School* approach across the Schools and is the first in line of communication from the School Principals if there is an escalated concern.
Lesley 女士负责“安全在校”政策在所有姐妹学校范围内的执行。一旦“安全在校”事件升级，她是各校校长向上汇报的第一人。
- She will ensure that each School is externally or internally audited annually and that subsequent action plans are monitored.
她负责监督各校顺利完成年度外审和内审，并敦促后续行动计划的落实。
- Lesley is responsible for keeping the EiM CEO informed of any *Safe at School* or child protection issues.
Lesley 女士还负责随时向 EiM 执行董事汇报任何“安全在校”事件或其他儿童保护相关问题。

3.3.1.2 Dehong Safeguarding Consultants 德闳安全保护顾问

Kate Beith

Kate is responsible for developing the *Safe at School* training for Dehong Schools and central office at all levels. She also leads in the development of the Chinese *Keeping Myself Safe* programme for students, parents and staff. Kate works closely with the Dehong central marketing team. She acts as an advisor when required to support any escalated child protection issues.

Kate 女士负责制定德闳姐妹学校及总部的“安全在校”培训，并负责为中国的学生、家长及教职人员制定针对国内的“安全在校”项目。Kate 女士与德闳总部市场传播团队、教育总监密切配合。一旦发生涉及儿童保护问题的升级事件，她将作为顾问提供必要的支持。

Tim Gerrish OBE

Tim is responsible for externally auditing the Dehong schools biannually. With Kate Beith, he provides advanced training for *Safe at School* Leads and acts as an advisor when required to support any escalated child protection issues.

Tim 先生负责两年一次的德闳姐妹学校外部审计工作。他与 Kate Beith 女士一起提供先进的“校园安全保护”培训。一旦发生涉及儿童保护问题的升级事件，他将作为顾问提供必要的支持。

3.3.1.3 Key *Safe at School* Responsibilities in our Dehong Schools 德闳学校“安全在校”主要职责概述

Each School will make sure that all aspects of keeping students *safe at school* are implemented by assigning a range of key roles and responsibilities for which people receive specific training and support.

校方应做到责任到人、责任到位，同时应提供必要的培训与支持。

The Principals 校长

Beijing 北京德闳：April Zhou

Email: April.Zhou@dehong.cn

Each principal will implement the Dehong *Safe at School Policy* and agree the school action plan. They will ensure that the *Safe at School* policy, with any adaptations to their context, will be in place in their School

校长负责落实德闳“安全在校”政策，执行经过认可的学校行动计划。

Each principal will also:

每位校长应做到：

- Take part in any *Safe at School professional learning* for Principals.
参加“安全在校”校长学习班

- Create a school *Safe at School* working party in his/her school.
成立“安全在校”工作组
- Appoint a Designated *Safe at School* Person(s) / Deputy Designated Senior Person(s) for the school and ensure all staff are aware of their name(s) and role.
任命“安全在校特派员”（一名或多名）、“安全在校副特派员”（一名或多名），同时确保所有工作人员清楚地了解自己的职位和角色
- Implement a clear Policy of communication for reporting and information sharing for child protection. Ensure that all staff understand that the sharing of information is the key to providing effective early help where there are emerging problems.
针对儿童保护相关问题，形成清晰的报告与信息分享沟通政策，并切实予以执行，确保所有工作人员认识到，在问题刚刚浮现时，信息分享对于开展有效的早期干预非常关键
- Ensure assessments of any child protection situation are child-centred, that information is shared and decisions are made in the child’s best interests, rooted in child development and informed by evidence.
确保对儿童保护现状的评估要充分做到以儿童为中心，信息分享和决策制定要维护学生最高利益，着眼于儿童身心健康发展，以事实为根据
- Ensure that *Safe at School* is an ongoing part of the development and action planning of their schools.
确保将“安全在校”作为学校发展和行动规划中长期坚持的内容
- Disseminate *Safe at School* awareness amongst staff, parents, visitors and students of the school.
在教职人员、学生、家长及访问人员中间加强“安全在校”意识
- Ensure key *Safe at School* staff are replaced and receive appropriate PL to ensure that they can carry out his/her role.
确保“安全在校”政策的主要执行人员接受充分的岗位培训
- Ensure that every employee of their school has appropriate safety checks and references.
确保为学校每名教职员工提供相应的安全核查表和参考资料
- Ensure that the annual *Safe at School* audit is complied with and acted upon.
坚持开展每年一度的“安全在校”审计，确保审计合规并得到切实执行
- Be the first line of communication in any allegation against an adult in their School unless the allegation is against the Principal.
校长应作为本校针对成年人指控的第一汇报人，除非指控针对校长本人
- Use the Principal’s checklist as an ongoing way of tracking the status all Schools *Safe at School* developments in a monthly meeting with the *Safe at School* Lead and using the Principal’s Checklist (Doc 9) as a record of meetings.
在“安全在校”负责人月度会议上，通过《校长备忘录》跟踪各校“安全在校”的进展情况，跟踪表会作为会议记录

School Designated Safe at School Leads & Deputy Safe at School Leads

学校安全在校负责人 & 副安全在校负责人

DEGT 北京德闳 Moira Lowe (SaS Lead)

Email: moira.lowe@dehong.cn

DEGT 北京德闳 CiCi Zhang (Deputy SaS Lead)

Email: Cici.zhang@dehong.cn

Each SSL&DSSL is responsible for:

每位负责人应做到:

- Ensuring that the Lead Trainer is training everyone in the school, including new staff.
确保首席培训师对学校所有人进行培训，包括新员工
- Ensuring that communications are clear on how the reporting is done (e.g., putting posters around the school).
确保报告的传播和沟通顺畅清晰（例如在校园张贴海报）
- Chairing the *Safe at School committee* and making sure that CPLs attend.
担任“安全在校”委员会主席，确保所有 DECPL 都在委员会内
- Appointing new CPLs and new trainers when there is a vacancy.
及时补充 DECPL 和培训师人事上的空缺
- Reporting at least once per term to the School Leadership Team and Board of Management.
每学期至少向 SLT、BoM 做一次汇报
- Liaising with trainers and overseeing any new developments in training requirements.
与培训师保持沟通，随时关注培训方面的新需求
- Overseeing all documentation related to *Safe at School*.
负责管理所有“安全在校”文档
- Ensuring that this policy is updated and reviewed annually.
确保政策及时更新，并接受年度审查
- Ensuring parents are aware of the *Safe at School* policy to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child.
确保家长对“安全在校”政策有清楚的认知，避免一旦出现需要校方出面保护儿童权益的情况时发生冲突
- Ensuring that the Principal knows the status of all *Safe at School developments* in the School using the Principal's checklist and tracking form as a record of monthly meetings.
通过校长核查表、跟踪表等月度会议记录材料，确保校长了解所有“安全在校”措施的最新进展

School Designated Child Protection Leads (CPL)/Deputy Child Protection Leads (DCPL)

学校儿童安全保护负责人

DEGT 北京德闳

Kindergarten 幼儿园部

CPL: Wendy Weng

Email: wendy.weng@dehong.cn

DCPL: Tiffany Proctor

Email: tiffany.proctor@dehong.cn

Elementary 小学部

CPL: Moira Lowe

email moira.lowe@dehong.cn

DCPL: Haiyan Wu

Email: haiyan.wu@dehong.cn

Secondary 中学部

CPL: Vicky Lu

Email: vicky.lu@dehong.cn

DCPL: Marcus Koh

Email: marcus.koh@dehong.cn

Boarding 寄宿部

CPL: Lotje Smith

Email: lotje.smith@dehong.cn

DCPL: Weidong Zhuo

Email: weidong.zhuo@dehong.cn

Each CPL will be a senior member of staff who has the capacity to develop the role to lead any child protection issues; audit child protection records on an annual basis and be a member of the school *Safe at School* Working Party. They should have the authority and be accessible to teachers and other staff in their school and lead child protection concerns if called upon to do so, keeping the appropriate people informed. Each CPL will have a nominated Deputy CPL who will take on the role during any absence of the CPL.

每一位 CPL 必须是一位资深员工，有能力成长为可以领导处理任何儿童安全保护问题的角色。每年审计儿童安全保护相关记录，成为学校“安全在校”工作小组成员。他们必须拥有权威并且可以接触到老师和学校的其他员工，并且领导儿童安全保护的问题，保持和相关人员持续沟通。每一位 CPL 将配备一位指定的副 CPL，在 CPL 不在的时候承担其角色。

Allegations against an adult in the school will be referred to the Principal or Director of

Dehong Schools if the allegation involves the Principal. The number of CPL and Deputy CPLs will vary depending on the size of the school. This will be made clear in each individual school *Safe at School* policy.

对学校工作的成人提出指控将上报至校长，当被指控的对象涉及校长时，将上报至德闾执行董事。CPL 和副 CPL 的数量根据学校规模有所不同。这须在各个学校“安全在校”政策规定中进行明确。

The CPL will also act as the resource available for other staff, volunteers and members of the Board of Management to draw upon. The CPL is key to ensuring that proper procedures and policies are in place and are followed regarding child *Safe at School* issues. The number of CPL and Deputy CPLs will vary depending on the size of the school.

CPL 同事也需要为其他员工、志愿者和管理层提供资源协助。CPL 是确保儿童安全保护相关问题正确程序和政策可以有效落地的重要关键。CPL 和副 CPL 的数量将视学校规模而定。

The school recognises that:

学校要明确：

- the CPLs must be senior members of staff in the school
CPL 必须是学校资深的员工
- all members of staff must be made aware who the CPLs are and what his/her roles are
所有的员工都必须知悉谁是他们的 CPL 以及 CPL 的角色和责任
- the CPLs will need to build effective working relationships with colleagues
CPL 需要去和同事建立有效的工作关系
- the CPLs should possess skills in recognising and dealing with child welfare concerns
CPL 需要具备识别和处理孩子福祉问题的相关技能
- the CPLs will report to the Principal in referring cases of suspected abuse or allegations to the Dehong CPL, if appropriate and according to the procedures established by Dehong Education.
CPL 将根据德闾教育相关政策规定，向校长汇报任何可疑的虐待或者指控
- the CPLs are not responsible for dealing with allegations made against members of staff; these should only be reported to and managed by the Principal / Director of Education. An allegation can be taken directly to the Director of Dehong Education if the allegation involves the Principal.
CPL 不负责处理针对员工的指控，这些指控应当上报至校长 / 教育总监，并由校长 / 教育总监进行处理。如果指控涉及校长，请直接上报至德闾教育总监。

To be effective, the CPLs will:

为了有效地落实工作，CPL 将要：

- Act as a source of expertise within the school and be responsible for leading action regarding referrals by liaising with relevant agencies over cases of abuse and allegations of abuse, involving both students and members of staff.
作为校内掌握专业资源的重要角色，负责领导与相关机构进行联络合作，处理针对学生或者员工的任何虐待事件
- Liaise with the Principal/Director to support any issues and ongoing investigations and ensure there is always cover for the role.
与校长 / 教育总监协同，支持任何事件和其后持续的调查，并确保永远有人可以接替其角色
- Keep detailed, accurate and secure written records of referrals/concerns.
保持具体、准确的书写记录
- Where students leave the school roll, ensure information is transferred to the new school as soon as possible, in accordance with local guidance to schools.
当学生离开学校，根据当地规定，确保所有信息尽快转交至新的学校
- Ensure that, if a child leaves and the new school is not known, the relevant authorities should be alerted where appropriate, according to PRC law.
确保如果一个学生离校，且新的学校未知，请根据我国法律告知有关部门

The CPLs also have a key role in ensuring all staff and volunteers receive appropriate professional learning. All staff and volunteers should:

CPL 要确保所有员工和志愿者接受相关的培训和学习。所有员工和志愿者必须：

- Attend training in how to identify abuse and know when it is appropriate to refer a case.
参加培训，学习如何甄别虐待，知悉如何在恰当的实际报告事件
- Attend any relevant or refresher courses and then ensure that any new or key messages are passed to other staff, volunteers and Board members.
参加任何相关或进修课程，确保新的重要的关键信息分享至其他员工、志愿者和管理层
- Make themselves (and any deputies) known to all staff, volunteers and Board of Management members (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the CPLs immediately.
让所有员工、志愿者和管理层知悉谁是CPL和副CPL，包括新入职的员工和代课老师，保证所有员工都接受儿童安全保护的相关培训。培训应当与员工需求相关，确保他们可以准确识别并向CPL立即报告任何疑虑。

Each CPL should:

每一个 CPL 需要:

- Understand and have time to carry out his /her role.
理解并且有时间开展相关工作
- Ensure that staff have the lines of communication and details of CPLs in the case of reporting child protection concerns.
确保所有员工在遇到事关儿童安全保护的疑虑和事件时，与 CPL 有对话和沟通的渠道
- Have detailed knowledge of the school's policy and procedures for managing child protection concerns.
掌握学校管理儿童安全保护问题的相关政策和程序的相关知识
- Ensure that every staff member knows his/her role and line of communication.
确保每一个员工知道 CPL 的角色以及与其沟通的渠道
- Ensure that all staff understand that the sharing of information is the key to providing effective early help where there are emerging problems.
确保所有员工知道，当出现问题时，分享信息时提供早期帮助的关键
- Ensure child protection documentation is kept appropriately and monitored regularly, ensuring the outcomes of *Safe at School* actions are reviewed and reported.
确保儿童安全保护文档被妥善存放，并且定期监督检查，确保所有的“安全在校”措施有效核查并报告。
- Support staff as needed.
必要时为员工提供支持和帮助
- Attend professional learning relating to Designated Persons twice a year with other colleagues in the same role.
参加一年两次相关的学习和培训
- Be clear about the barriers inhibiting students from disclosing abuse and know how to respond effectively to students who do disclose.
清楚知悉阻碍学生吐露心声说出虐待的可能原因，知道如何有效回应那些吐露心声的学生
- Support staff reporting concerns.
为那些报告疑虑的员工提供必要的支持
- Lead the Principal/Director and other staff in making appropriate plans and decisions to address concerns about a child.
带领校长 / 教育总监和其他员工制定适当的计划和决策来有效应对关于某个孩子的疑虑问题

- Ensure that issues are explained in connection with disclosure to parents if the situation arises and clarify the parent's responsibility to address those concerns.
如果事态升级，请确保向家长解释相关事件，明确家长在其中的相关责任
- Advise on matters of confidentiality and record keeping.
就信息保密和记录提供建议
- Ensure that school support services are accessed when appropriate for the child or family's welfare.
当事关学生或者家庭福祉时，确保学校的支持性资源能被有效调动
- Identify ways to support staff who may be involved in a *Safe at School* issue.
当有员工涉及到安全在校相关事件时，识别可以支持员工的有效方式
- Give support to ensure that assessments of any *Safe at School* situation are child-centred, that decisions are made in the child's best interests, are rooted in child development and informed by evidence.
提供支持确保所有安全在校相关事件以孩子为中信，所有决策都基于孩子的最大利益，植根于孩子的发展，由事实支撑
- Ensure that any weaknesses in child protection arrangements are remedied without delay.
确保儿童安全保护措施安排中的弱点短板能被及时修正，不得耽搁

School Lead Safeguarding Trainers:

学校首席安全在校培训师：

- Ensure Professional Learning is delivered by recognised Dehong *Safe at School* Trainers.
确保由德阅认可的校园安全培训师开展专业学习培训。
- Ensure the use of DEHONG-approved training materials.
确保使用德阅批准的培训材料。
- Meet virtually with the appointed DEHONG Director of Safeguarding as required.
根据要求与指定的德阅保安主管进行虚拟会面。
- Attend Professional Learning annually with other Lead Safeguarding Trainers across the Schools.
每年与各学校的其他首席安全培训师一起参加专业学习。
- Keep up to date with changes in policy.
随时了解政策变化。
- Assure the quality of training through observation and peer review.
通过观察和同行评审确保培训的质量。
- Ensure any local changes made to Safeguarding materials are approved and sent to the DEHONG Lead Trainer.
确保任何当地对保护材料所做的改变得到批准并发送给德阅首席培训师。

Safe at School Trainers “安全在校” 培训官

Each *Safe at School* Trainer will:

- Deliver approved *Safe at School* Training as appropriate using approved Dehong materials.
利用标准的“安全在校”材料，开展标准培训
- Attend meetings and Professional Learning as required.
按要求出席会议和职业培训
- Participate in peer reviews and observations of their training.
参加同僚评估、旁听培训

3.3.2 Reporting and recording 报告与记录

Sharing concerns about an adult or student and keeping detailed records of a concern and subsequent actions are important. Recording can ensure continued support of the student during their time at the School and sometimes when they transfer to another setting.

分享对于成人和学生的疑虑，并且记录下这些疑虑和后续采取的措施是很重要的。记录相关的信息可以保证持续性地为提供支持。

Recording also helps to build up a picture of a case.

记录令人感到担心的问题，有助于把握整体情况。

All adults, including staff, volunteers, interns, contractors, consultants, board members, guests and visitors must report concerns immediately, maintaining confidentiality and reporting immediately to their identified CPL or Deputy CPL in their absence. They will be asked to record their concerns on the Confidential Record of Concern form (Doc2) (available from the CPL).

所有的成人，包括员工、志愿者、实习生、承包商、顾问和管理层、嘉宾和访客都必须立刻报告疑虑，进行信息保密，并且向指定的 CPL 或者副 CPL 进行报告。他们将被要求使用《德闼教育报告疑虑机密记录》记录下他们的疑虑。

The CPL will also record and manage any such concerns about safeguarding and peer on peer abuse. Such concerns will always be taken seriously and acted upon.

CPL 同样需要记录并且管理上报的有关儿童安全保护以及同辈虐待霸凌的疑虑事件。此类型的疑虑将被严肃对待，并立即采取措施应对。

It is the responsibility of the CPL to take the next steps in the process. All documentation will be stored in a safe place. Staff must feel confident that they will be supported if they re-

port any concerns about a student. Staff will be expected to ensure that any reports written about any safeguarding situation are student-centred, in the student's best interests, rooted in child development and informed by evidence.

儿童保护负责人 CPL 有责任推进这一流程的下一步工作。所有的文件资料都会存放在安全的地方。如果员工报告了任何有关学生的问题，他们要确信自己会得到支持。员工需要确保，所撰写的任何有关学生安全保护情况的报告都要以学生为中心，符合学生的最大利益，基于儿童成长发展的规律，并且要有事实依据。

It is the responsibility of the CPL to take the next steps in the process. All documentation will be stored in a safe place. Staff must feel confident that they will be supported if they report any concerns about a student. Staff will be expected to ensure that any reports written about any safeguarding situation are student-centred, in the student's best interests, rooted in child development and informed by evidence.

儿童保护负责人（CPL）有责任推动流程进入下一步。所有文件都会妥善保管。若员工对学生存在任何担忧并进行报告，他们应确信会得到支持。员工需确保所撰写的任何有关学生安全保护情况的报告都以学生为核心，从学生的最大利益出发，依据儿童成长发展理论，并基于事实证据。

The Principal may instruct the CPL to gather a response team to assess a reported child protection concern. The make-up of the team will depend upon the nature of the situation. The team will take an integrated approach, addressing the student's needs within their family, the school, the wider community, and the local context.

校长可指示儿童保护负责人组建一个应对小组，对所报告的儿童保护问题展开评估。小组成员的构成要视具体情况的性质而定。小组将采用综合处理办法，从学生的家庭、学校、所在社区以及当地实际环境等多方面，解决学生的需求问题。

The School should have due regard to PRC laws, local laws and regulations concerning the reporting of suspected instances of domestic abuse. Should a circumstance arise that may lead to a reporting obligation, guidance should be immediately sought from the Dehong Director of Safeguarding who may consult with a member of the DCI legal department.

学校必须充分遵循中华人民共和国相关法律以及当地有关报告疑似家庭虐待事件的法规。一旦出现可能涉及报告义务的情形，需即刻向德闳安全保护总监寻求指导，该总监可能会咨询德威国际教育集团（DCI）法律部门的人员。

Decisions made by the response team should be agreed with the student and family where possible. A clear process of evaluation with a clear timeframe will be recorded along with

the impact of any change on the welfare of the student.

应对小组所做的决定，应尽可能与学生及其家长达成共识。要记录下清晰的评估流程、明确的时间规划，以及任何变动对学生身心健康产生的影响。

3.3.2.1 Who to report to: general introduction 向谁汇报

The 8th Dehong Competency expects all staff and volunteers to know how to share key information safely and who to share it with.

德闳“安全在校”八项技能其中要求全体员工和志愿者：
知道如何安全地共分享关键信息，以及与谁共享这些信息。

This means that adults should know who to report to if they have a concern about a student and who to report to if they have any concern about the behaviour of an adult.

这意味着，如果你对某个学生的处境有任何担忧，知道该向谁报告；如果你对某个成年人的行为有任何担忧，该向谁报告。

Adults will not be criticised for raising a concern if it turns out that a child is not at risk.

There are signs around each School to remind adults and students who to go to with a concern.

务必迅速报告。即使事实证明孩子并没有危险，你也不会因为提出问题而受到批评。事实上我们也希望如此！校园内也有很多标识，提醒你如果遇到该问题该去找谁。

3.3.2.2 Reporting a concern about a child 如对“儿童”心存疑虑，如何报告

Concerned about a child

- Immediately raise the concern with the Child Protection Officer (CPL) or Deputy CPL (DCPL)
你必须立即向儿童保护官 (CPL) 或儿童保护负责人 (DCPL) 提出你的担忧。
- The CPL will decide if the concern is a welfare rather than a child protection issue. He / she may consult with the Designated *Safe at School* Lead (DSSL) and Principal to make the decision.
将由 CPL 决定这种担忧是属于福利问题，还是儿童保护问题。他 / 她可咨询指定保护负责人 (DSL) 及校长，以便作出决定。

A welfare issue 福祉问题

After discussion, a decision is made not to complete a Record of Concern (RoC) Concern is noted. Adult is praised for reporting and asked to report any further concerns.

经讨论后决定不用填写 RoC。成人报告应得到鼓励，且遇到任何其他问题还要继续报告。

A child protection issue 儿童保护问题

- RoC is completed. Adult records concern. Handwritten and wet signature. Adult is praised for reporting.
填写 RoC，成年人表示疑虑的问题进行记录，记录用手写并签名。成年人报告应得到鼓励，且遇到任何其他问题还要继续报告。
- If a RoC is completed and a file is opened on the child. The RoC and a tracking record are placed inside. A decision is made as to the next steps by the CPL / DSL who may have consulted with other adults connected with the child to make a decision.
RoC 填写完成，开启关于该名儿童的档案。RoC 和追踪记录都放置于该档案内。CPL / DSL 可能会咨询与该儿童有关的其他成年人，并作出下一步行动决定。
- If there is no further investigation the Record of Concern is filed. The CPL / DSL regularly checks the welfare of the child and adds any comments and record of checks on the Tracking Sheet.
如果没有后续调查，将 RoC 进行存档。CPL 和 DSL 定期核查该名儿童情况，并在追踪表上添加任何相关意见和记录。
- If there is follow up work with child / teacher / parents, the CPL / DCPL or teacher supports / works with teacher or parents and regularly checks the welfare of the child and adds any comments / record of checks on the Tracking Sheet.
如果该事件需要后续与孩子 / 老师 / 家长跟进，CPL 或者 DCPL 以及老师要与老师或者家长合作，定期核查该名儿童的情况，并在追踪表上添加任何相关意见 / 记录。
- Signs of Safety meeting - if the case is to be continued a team around the child is created. This focus team is made up of a small group of adults considered able to support the issue. At the end of a Signs of Safety meeting information will be gathered and recorded. Actions will be taken within one of the following traffic light categories:
安全标志会议 - 如果该事件需要后续围绕该名儿童创建一个团队，核心团队由一小群精心挑选的、能够就该问题提供支持的成年人组成。安全标志会议结束之时，应对信息进行收集和记录，并从下文的信号类型中选择一种采取行动：

Continued support to child and family 继续为儿童和家庭提供支持

- Support from the teacher / CPL / DCPL to the child and family
老师 /CPL/DCPL 为儿童和家庭提供支持
- Support from the School Counsellor to the child and family
学院或学校辅导员为儿童和家庭提供支持
- Family meeting
家庭会议

External referral support 外部转介支持

- Multi-agency support
多机构支持
- Outside referral for support / counselling
外部转介支持 / 辅导
- Support and advice from specialist help in other Dehong Schools/DCI Colleges or Schools
来自其他德阅学校和德威集团的专家支持和建议

Urgent Action: taken if the child is at immediate or significant risk of harm

紧急行动：如果儿童面临直接或重大的危险，则应立即采取行动

- Further investigation with external support
外部支持下的进一步调查
- Report to local authorities as required / suitable
如需要 / 使用，向当地政府报告
- Contact employer
联系雇主

Serious physical or sexual abuse will be reported and managed at the highest level led by the Dehong Senior Education Advisor (Lesley Meyer) who will be informed by the Principal of any case involving a Signs of Safety meeting or any other case he / she deem serious. She will seek support from the Dehong CEO (David Yung) who will keep EiM CEO (Fraser White) the Master of Dulwich College London informed as appropriate.

若发生严重的身体虐待或性虐待事件，将由德阅高级教育顾问 (Lesley Meyer) 牵头，进行最高层级的汇报与处理。校长一旦遇到涉及安全迹象会议的任何事项，或其他其认为严重的案件，都将告知 Lesley Meyer。她将向德阅首席执行官 (David Yung) 寻求支持，David Yung 会适时向 EiM 首席执行官 (Fraser White) 以及伦敦德威公学校长通报情况。

3.3.2.3 Reporting a concern about an adult 如对“成人”心存疑虑，如何报告

If concerned about an adult 如你对某位成人心存疑虑，该怎么做？

- Immediately raise the concern with the Principal
你必须立即向校长报告。
- The Principal will make one of the following decisions. They may consult with the Dehong Council Designated Safeguarding Lead (DSL)
校长将会作出如下决定之一。作出决定之前，校长可能会和德阅理事会安全在校领导小组 (DECSL) 商议。

Following a discussion, a decision not to complete a Managing Allegations Record of Concern (RoC)

讨论后决定不填写疑虑报告（RoC）

- Concern is noted
注意到有疑虑存在
- Adult/child is reassured re reporting and asked to report any further concerns.
成人 / 孩子能够放心重新报告，并请求其继续报告后续的疑虑。

Following a discussion, a decision to complete a Managing Allegation RoC

讨论后，决定填写 RoC 疑虑报告

- Adult records concern on the Managing Allegations Record of Concern (Doc 3)
成年人将疑虑记录在案
- Handwritten and wet signature
手写疑虑记录并附上原始签名
- Adult is praised for reporting and asked to report any further concerns.
成年人报告应该给予表扬，并请求其继续报告后续的疑虑。
- When a RoC is completed
当 RoC 填写完成
- A file is opened on the child. The RoC and a tracking record are placed inside.
为孩子设立档案，将 RoC 和后续跟踪表一放入
- A decision is made as to the next steps by the CPL / Principal / DSSL who may have consulted with other adults connected with the child to make a decision.
由 CPL/ 校长 /DSSL/ 与孩子相关的其他人商议决定后续措施

No further investigation 无需进一步调查

- The Record of Concern is filed.
疑虑报告记录在案。
- The CPL / DSSL / Principal regularly checks the welfare of the child and adds any comments and record of checks on the Tracking Sheet. CPL/DSL/
校长定期检查儿童福祉，并在跟踪表上增加备注和核查记录。
- Working with child / teacher / parents
与儿童 / 教室 / 家长合作
- The CPL / DCPL or teacher supports / works with teacher or parents. Regularly checks the welfare of the child. Adds any comments / record of checks on the Tracking Sheet.
CPL/DCPL 或者老师通过为老师 / 家长 / 提供支持或与老师 / 家长合作，定期检查孩子情况，并在跟踪记录表上增加备注和核查记录。

Signs of Safety meeting 安全标志会议

- A team around the child is created.
围绕孩子组建一个团队
- This focus team is made up of a small group of adults considered able to support the issue.
主要团队由若干有能力参与处理此类事件的成年人组成。
- At the end of a Signs of Safety meeting information will be gathered and recorded. Actions will be taken within one of the following traffic light categories:
安全迹象会议结束之时，应对信息进行收集和记录，从下文的信号类型中选择一种采取行动：

Continued support to child and family 继续支持儿童和家庭

- Support from the teacher / CPL / DCPL to the child and family
老师 /CPL/DCPL 为儿童和家庭提供支持
- Support from the School Counsellor to the child and family
学院或学校辅导员为儿童和家庭提供支持
- Family meeting
家庭会议

External referral support 外部转介支持

- Multi-agency support
多机构支持
- Outside referral for support / counselling
外部转介支持 / 辅导
- Support and advice from specialist help in other Dehong Schools/DCI or external consultants
来自其他 DCI 院校或学院的专家支持和建议

Urgent Action 紧急行动

- Further investigation with external support
在外部人员支持下进一步调查
- Report to local authorities as required / suitable
按要求 / 视情况向地方当局报告
- Contact employer
联系用人单位

- Contact consulate / embassy
联系领事馆 / 大使馆
- Contact local agency as required in region of PRC (Dehong legal dep will advise)
在中国境内按要求联系当地的行政部门（德闳法务部门将提供协助）

The Principal will keep the Dehong Senior Education Advisor (Lesley Meyer) informed of the progress of any case he / she deems serious. The Dehong Senior Education Advisor will seek support from the Dehong CEO (David Yung) who will keep the EiM CEO and the Master of Dulwich London informed as appropriate.

校长应将其认为严重的任何案件进展情况告知德闳高级教育顾问 (Lesley Meyer)。德闳高级教育顾问应寻求德闳首席执行官 (David Yung) 的支持，(David Yung) 应酌情将情况告知 EiM 国际教育集团首席执行官和伦敦德威公学校长。

3.3.2.4 Recording, Storing and Transferring Child Protection Records 儿童保护记录的记录、保存和转移

- All file documentation relating to concerns about a student or adult will be kept indefinitely and stored separately in a fireproof safe.
所有与学生或成人问题有关的文件档案将无限期保存，并单独存放于防火保险柜内。
- Recording will be made on the Dehong Record of Concern.
相关情况记录于德闳关注问题记录中。
- Records of Concerns are currently expected to be handwritten as soon as possible.
目前要求关注问题记录用手写，并尽快完成。
- The CPL or Principal will make sure that staff are enabled to do this.
DECPL 或校长务必确保工作人员能够做到这一点。
- Records of Concern are not emailed or stored on any electronic devices.
关注问题记录不得通过电子邮件发送，亦不得存储于任何电子设备上。

3.3.2.4.1 Confidentiality 信息保密

The School and all members of its staff will ensure that all data relating to students is confidentially managed in accordance with the requirements of Dehong and applicable PRC national or local guidance, laws or regulations.

学校及全体教职员工应确保与儿童相关的任何信息均按照德闳政策和中华人民共和国国家或地方指导方针、法律法规进行保密管理。

Those reporting any child protection concerns will adhere to the lines of communication, ensuring confidentiality.

报告儿童保护问题时应遵守沟通流程，确保机密性。

The CPL will support the process outlined, and the School will give detailed information about lines of communication in the induction process and at the beginning of every academic year.

儿童保护负责人将支持上述流程，学校将在入职培训过程以及每个学年开始时提供关于沟通渠道的详细信息。

Any member of staff who has access to confidential information about a student and / or the student's family must take all reasonable steps to maintain confidentiality. The Principal/ Director and CPL will agree the appropriate next steps regarding this information.

任何有权访问学生和 / 或其家庭机密信息的员工，都必须采取一切合理措施来维护机密性。校长 / 主任和儿童保护负责人将商定关于此信息的适当后续步骤。

Regardless of the duty of confidentiality, any member of staff who has reason to believe that a student is at immediate or significant risk of harm, has a duty is to forward this information without delay to the CPL.

无论保密义务如何，若任何工作人员有理由相信学生正面临直接伤害或重大伤害风险，则有义务立即将该信息转发给 DECPL。

Volunteers and visitors are not authorised to take any action; their roles are limited to reporting if they are concerned or have witnessed any concerning behaviour while in the School.

志愿者和访客无权采取任何行动；如果他们担心或亲眼目睹校园内的任何不当行为，他们的职责范围仅限于向上报告。

When we might need to tell someone

当我们需要向别人披露信息时

- Breaking a student 's or adult's confidentiality is not done unless:
除非不得已，否则我们不会泄露学生或成年人的隐私信息。在以下情况下我们才会这样做：
- It is believed a life is in danger.
认为有人生命处于危险之中。
- A student is being hurt by someone in a position of trust who may also hurt other students.
学生受到处于信任地位的人的伤害，且此人可能还会伤害其他学生
- If a student discloses, they are seriously being hurting by a peer.
如果学生透露自己受到同龄人的严重伤害
- A student or adult discloses about a student who is being hurt and is not able to tell someone or understand what is happening to them.
学生或成年人透露有学生正在受到伤害，且该学生无法告知他人或不明白发生了什么

3.3.2.4.2 Transferring Information 传递信息

When a child with an active Child Protection file moves to another School, the School has a clear moral duty to inform, or attempt to inform that School that there is an issue about which they should be aware. Schools must check the legal requirements in the region they are operating in but where the legal position is unclear the Principal must make a phone call rather than transfer documentation if there are any child protection issues.

当有儿童保护档案在案的学生转至另一所学校时，本校有明确的道德义务告知或尝试告知该学校存在他们应知晓的问题。学校必须核查其所在地区的法律要求，但在法律规定不明确的情况下，如果存在任何儿童保护问题，校长应通过电话沟通，而非转移文件。

The Principal must record the call in the student file, to include the date and time of the call, who the call was made to, their position in the School and the nature of the communication. If there is a significant issue to report, there is a duty to call and make the issue known to the Principal; it would not be appropriate to leave information with a secretary or more junior member of staff.

校长必须在学生档案中记录通话情况，包括通话日期和时间、通话对象、其在学校的职位以及沟通内容。如果有重大问题需要报告，有责任致电并告知对方校长；将信息留给秘书或级别较低的员工是不合适的。

The first duty of any Dehong School is to protect the student and if in doubt it is better to make the call and raise a concern. Further guidance can always be sought from the Dehong Director of Education.

所有德闾学校的首要职责都是保护学生，如果有疑问，最好是打电话提出疑虑。还可以咨询德闾教育主管寻求进一步的指导意见。

3.3.2.4.3 Record of Concern and tracking record RoC 疑虑报告记录和跟踪记录表

This form must be handwritten and any notes attached.

此表必须手写并附上所有相关信息记录。

The Record of Concern is used to track any record of concern once opened.

RoC 用于跟踪和记录所有报告的疑虑事件。

3.3.2.5 Speak Out Speak Up “说出来”的指南

A staff member or volunteer may recognise that something is wrong but may not feel able to express concerns because of loyalty to colleagues or a fear of harassment or victimisation.

员工或者志愿者有可能发现有情况不对但是可能无法表达疑虑，因为考虑到同事关系或者是担心遭到骚扰和迫害。

We encourage all adults to ensure that students are their priority and should not be unnecessarily at risk. This is known as 'whistleblowing'.

我们鼓励所有成人确保将学生永远放到第一优先级，并且避免不必要的风险。这称之为“揭发”。

Reasons for whistleblowing: 为什么应该说出来

- Every individual has a responsibility to raise concerns about unacceptable practice or behaviour in relation to the safety and welfare of our students.
每一个人都有责任，就事关学生安全和福祉的不当行为提出疑虑。
- To prevent a problem from becoming more serious.
防止问题恶化
- To protect or reduce risks to other students in the School.
保护在校学生降低风险

How to raise a concern: 如何提出疑虑

- Concerns should be expressed as soon as possible. The earlier a concern is expressed the sooner action can be taken.
尽可能早地说出来。越早说出问题，就能越早采取行动
- The concern should express exactly what practice is causing concern and why.
准确说出什么让你担忧，原因是什么
- The person raising a concern should approach the Principal immediately and in her/his absence, the Dehong Senior Education Advisor with a responsibility for *Safe at School*, Lesley Meyer or David Yung, the Dehong CEO.
即刻联系校长。在校长缺席的情况下，立即与负责学校安全事务的德闳高级教育顾问 Lesley Meyer 或德闳首席执行官 David Yung。

The next steps: 接下来会发生什么？

- The staff member specified in any whistle blowing procedure should be given information about the nature and progress of any enquiries.
报告流程中涉及到的任何一个具体职员如果询问，将被告知事情的本质与进展；
- The employer has a responsibility to protect the staff member from any harassment or victimisation including, where appropriate, keeping the whistle blowing staff member's identity confidential.
雇主有责任保护所有员工不受骚扰或迫害，这包括，在适当情况下，对报告者的身份予以保密；

- No action will be taken against the whistle blower if the concern proves to be unfounded and was raised in good faith.

如果所报告的事经证明证据不足，但报告者出于善意报告，针对报告者不会采取任何行动。

3.3.2.6 Self-reporting 自我报告

Occasionally a member of staff may have a personal difficulty that they know is impinging on their professional competence.

个别情况下，一个员工可能知道，自己的某个个人问题会对工作的表现产生影响。

Staff have a responsibility to discuss such a situation with their line manager so that professional and personal support can be offered. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of students in the School.

员工有责任跟自己的上司讨论这种情况，这样才能得到工作和个人方面的支持。虽然这种类型的报告会在大部分情况下被保密，但是也有例外，也就是当个人问题引起了在校学生的福利或者安全问题时。

3.3.3 Codes of Conduct 行为准则

3.3.3.1 Dehong Education Staff and Volunteer *Safe at School* Code of Conduct.

德闾“安全在校”行为准则 - 员工及志愿者篇

At Dehong all staff, board members and volunteers sign this Code of Conduct (Doc 4). This makes clear what is required of all board members, staff and volunteers and support them in their duty for the care and protection of the student.

在德闾，所有员工、管理层以及志愿者都必须签署《行为准则》，准则明确了所有人在日常工作中和岗位上需要遵守的关爱和保护学生的所有规定。

We recognise that some people who may be unsuitable for working with students may use volunteering as an opportunity to gain access to students. The Principal will ensure that a risk assessment is undertaken on regular volunteers (including interns) and will determine whether to proceed with criminal record and identity checks. All regular volunteers will also receive the relevant level of *Safe at School training*, sign the *Safe at School Code of Conduct*. This will be recorded on the single central record (SCR).

我们认识到，一些不适合与学生共事的人可能会利用志愿服务作为接触学生的机会。校长将确保对长期志愿者（包括实习生）进行风险评估，并决定是否进行犯罪记录和身份核查。所有长期志愿者还将接受相应级别的学校安全培训，并签署学校安全行为准则。这将记录在单一中央记录（SCR）中。

Parents or other volunteers who help on an occasional basis must work under the direct supervision of a member of staff, and may at no time have unsupervised contact with students. They must also sign the *Volunteer Safe at School Statement*.

偶尔提供帮助的家长或其他志愿者必须在员工的直接监督下工作，任何时候都不得在无监督的情况下与学生接触。他们还必须签署志愿者学校安全声明。

3.3.3.2 Visitors and contractors 访客和承包商

All visitors who come on campus will be asked to read the statement before being issued a visitor's pass.

所有进入校园的访客在领取访客通行证前，都将被要求阅读相关声明。

The Visitor Code of Conduct (Doc 4) makes clear what is required of all visitors to the school. 访客行为准则（文件 4）明确了对所有学校访客的要求。

Contractors 承包商

The school will ensure that all the companies they work with provide evidence of police checks and that any contractors are supervised on site and given appropriate training.

学校将确保所有的合作方都需要提供犯罪记录调查，确保所有承包商在校内作业时被有效监管，并为其提供相应的培训。

3.3.4 Safer Recruitment 安全招聘

Dehong Education follows strong policies and procedures which ensure that the safety and protection of our students is considered in every step of the recruitment process.

德闳教育严格遵循相关政策和程序，确保招聘流程的每一环节均考虑到对学生的安全保护。

***In our process we aim to* 在招聘过程中，我们会做到：**

- Deter 阻止
- Reject 拒绝
- Prevent 防止
- Detect 察觉

To ensure that students are protected while at our Dehong Schools, we will carefully select, screen, train and supervise our staff.

确保德闳学生安全在校，我们将仔细甄别、筛选、培训和监管我们的所有教职员工。

Details of the safer recruitment policy followed can be found in the Dehong Safer Recruitment Policy (Doc 5)

安全招聘政策的详细内容可在《德闳安全招聘政策》（文件5）中找到。

All interns must have police checks and go through the same recruitment process as employed staff members.

所有实习生都必须提供犯罪记录调查，并遵循与正式员工相同的招聘流程。

3.3.5 Early Help 早期帮助

The way that we aim to embed The Dehong *Safe at School* approach across all Dehong schools and central office is to continually reflect, review and evaluate both internally and externally.

我们旨在将德闳安全在校框架在所有德闳学校落地，集团总部将持续性地进行反思、核查并且进行内部外部的评估。

3.3.6 Reflection, reviewing and evaluating for impact 反思、审核和评估影响

3.3.6.1 The audit process 审计流程

The School will be alternately internally and externally audited on a two-year cycle. The action plan resulting from the audit will be agreed and signed by the following:

德闳学校将以两年为周期接受内外部审计。审计后的行动计划将由以下人员同意并签署：

- The Dehong auditors
德闳审计员
- The Principal
校长
- Designated *Safe at School* Lead
指定的“安全在校”负责人
- The Dehong Senior Education Advisor
德闳高级教育顾问

The *Safe at School* Working Party, chaired by the *Safe at School* Lead, will review the action plan at two meetings per year. The *Safe at School* Lead will discuss the action plan with the Principal at their termly *Safe at School* meetings, and Principal will report progress at each meeting of the Board of Management.

由“安全在校”计划负责人主管的“安全在校”工作组将每年召开两次会议审核行动

计划。“安全在校”计划负责人应在定期举行的“安全在校”会议上与校长讨论行动计划。校长应在每届管理层会议上汇报进展。

3.3.6.2 Regular review of *Safe at School* action plans 安全在校”行动计划定期审核

This is achieved through:

“安全在校”行动计划会通过以下方式进行审核：

- The termly meetings of the *Safe at School* working party
每学期的“安全在校”工作小组会议
- Audit visits
审计考核
- Meetings between the Designated *Safe at School* Lead and the Principal
指定的“安全在校”负责人与校长的会议
- Board of Management meetings
咨询管理委员会会议

3.3.6.3 Accessible and regularly reviewed documentation 便于访问和定期审核的文档

It is important to review documentation regularly and to ensure that it is effective.

定期审核文档非常重要，以确保文档的有效性。

- Child protection files should be regularly discussed and reviewed, always recording these meetings
应常常讨论并审核儿童保护文件，所有相关会议应作记录
- Internal School policies and other documentation should be regularly reviewed and the date identified
应常常审核学校内部政策与其他文件，并记录日期
- The Dehong DSSLs will meet annually to review the Dehong *Safe at School* Framework.
德闾“安全在校”负责人会每年审核《德闾安全在校框架》

3.3.6.4 *Safe at School* on all meeting agendas “安全在校”——所有会议议程上的固定话题

Safe at School must be a regular agenda item on all regular School and Board meetings.

“安全在校”必须是学校和咨询管理委员会所有定期会议上的固定话题。

This may be used for updates, specific discussions or knowledge check activities

讨论可能涉及到情况更新、专题讨论、或者知识检查活动。

3.3.6.5 *Safe at School* Continued Professional Learning Training Strategy

“安全在校”持续职业培训战略

The School has a Safe at School Training Team consisting of:

德闾学校设有“安全在校”培训团队，构成如下：

Two lead Safeguarding Trainers (one fluent in English, and one fluent in Chinese) and an appropriate number of *Safe at School* Trainers.

两名首席安全保护培训师（一名英语流利，一名中文流利）和适当数量的“安全在校”培训师

The Professional Learning Directors at the School shall support the *Safe at School* Training Programme.

学校内支持“安全在校”培训项目的职业学习负责人

The role of the Safeguarding Trainer that will be added to each job description so that this role forms part of the professional review process.

“安全在校”培训师的职位将会由相关的职位描述，该职位是职业审核流程的一部分。

The Dehong approach to *Safe at School* learning can be read in the Dehong *Safe at School* Competency and Professional Learning Framework.

德闾“安全在校”的学习方法参见德闾《安全在校技能》和《职业学习框架》。

To ensure that the Dehong approach to keeping students safe remains consistent across the group, any Dehong School considering engaging with an external provider of any safeguarding and child protection training must be seek approval by the EIM *Safe at School* Consultant.

为确保德闾在安全在校方面的方法与整个集团保持一致，任何德闾学校若考虑与外部供应商合作进行任何保护和儿童保护培训时，必须寻求 EIM 安全在校顾问的批准。

3.3.6.6. Parent Student Staff Surveys 家长学生员工调查

Student, Parent and Staff surveys are used to gaining feedback and understanding about the *Safe at School* approach within the School

德闾学校将通过定期调查，确保我们的学生、家长及员工对“安全在校”方式方法的反馈和理解。

3.3.8 Keeping Myself Safe 保护我自己的安全

The students learn how to keep themselves safe through a specifically designed learning framework called Keeping Myself Safe. This is delivered by the Banzhuren and by some EML teachers to enable students to talk in the language they feel comfortable with.

学生们通过一系列定制的学习框架“保护我自己的安全”来学会如何保障他们的自身安全。该系列课程由班主任老师牵头负责，同时由一部分 EML 老师支持协助，让学生选择他们适合的语言进行表达和分享。

4 Management of *Safe at School* Concerns about conduct of staff and volunteers **关于员工或志愿者行为的“安全在校”问题及指控管理**

Dehong Education is committed to providing the highest level of care for both its students and its staff/volunteer. It is extremely important that any concern raised about the conduct of a member of staff/volunteer or allegations of abuse perpetrated by a teacher, or any other member of staff/volunteer, child or volunteer in our school is managed thoroughly and efficiently, maintaining the highest level of protection for the child whilst also giving support to the person who is the subject of the allegation.

德闳教育致力于为学生、员工和志愿者提供最高水平的关怀。其重要的是，对于任何关于员工 / 志愿者行为的担忧，或对教师、其他员工 / 志愿者、学生或志愿者在我校实施虐待的指控，都要进行全面、高效的处理，在为儿童提供最高水平保护的同时，也要为被指控者提供支持。

An allegation is made when an adult has a concern that a staff, volunteer or board member may have:

当成年人担心员工、志愿者或董事会成员可能有以下行为时，即构成指控：

- behaved in such a way that may have harmed a student or may have intended to harm a student acted outside of the law in relation to dealings with a student.
行为方式可能伤害学生或可能故意伤害学生，在与学生打交道时违反法律
- behaved in any way that suggests they may be unsuitable to work with students.
行为方式表明他们可能不适合与学生共事
- behaved in a way that is harmful to the reputation of the School.
行为方式损害学校声誉
- had contact with an Alumni in the two years after they have left the School without using the official school channels.
在学生毕业后的两年内，未经学校官方渠道与校友接触

Dehong Managing Allegations (Doc 6) is designed to ensure that all staff/volunteer, students and parents or carers are aware of the procedure for the management of concerns and the investigation of allegations of abuse by a member of staff/volunteer /volunteer in order that all complaints are dealt with consistently and as efficiently as possible.

《德闳管理指控》（文件 6）旨在确保所有员工 / 志愿者、学生和家長或监护人都有了

解处理担忧和调查员工 / 志愿者 / 志愿者虐待指控的程序，以便所有投诉都能以一致且尽可能高效的方式得到处理。

4.7 Self-reporting 自我报告

Staff should raise with their line manager any personal difficulties or situations which may impact on their professional behaviour. Staff also have a responsibility to discuss any situation in which their professional competency has been compromised. While such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of students. Where appropriate professional and personal support can be offered.

员工应向其直线经理提出任何可能影响其职业行为的个人困难或情况。工作人员也有责任讨论其专业能力受到损害的任何情况。虽然在大多数情况下，此类报告将保密，但在个人困难引发对学生福利或安全的担忧的情况下，这一点无法得到保证。在适当的情况下，可以提供专业和个人支持。

Staff may seek advice or self-report if they feel compromised as parents of the School in any aspect of safeguarding.

如果员工作为学校学生家长，在安全保障的任何方面感到自身受到影响，可寻求建议或进行自我报告。

***Infatuation* 迷恋**

It should be noted that students may develop an infatuation with an adult. If a staff member or volunteer is concerned about this, they must report it to their line manager who will consult with the CPO who will decide on the best way to proceed and give advice accordingly.

应该注意的是，学生可能会对成年人产生迷恋。如果工作人员或志愿者对此感到担忧，他们必须向直线经理报告，直线经理将与 CPO 协商，CPO 将决定最佳的处理方式并给出相应的建议。

5 LOW LEVEL CONCERNS 轻微问题

Adults and students are encouraged to report low level concerns about an adult's behaviour towards any student.

鼓励成年人和学生报告关于成年人对任何学生行为的轻微问题。

Whilst a low-level concern may not meet the threshold for an allegation against a mentor of staff, board member or volunteer, staff must feel confident in reporting any concern.

虽然轻微问题可能未达到对导师、员工、董事会成员或志愿者提出指控的标准，但员工应放心报告任何担忧。

A low-level concern is one that does not meet the harm threshold as stated in the **Managing Allegation Policy**. A low-level concern is any concern – no matter how small, and even if it does no more than cause a sense of unease or a 'nagging doubt' – that an adult working in or on behalf of the school may have acted in a way that:

轻微问题是指未达到《处理指控政策》中所述伤害标准的问题。轻微问题可以是任何担忧——无论多么微小，即使只是引起一种不安感或“挥之不去的疑虑”，即认为在学校工作或代表学校工作的成年人可能以以下方式行事：

- Is inconsistent with the staff Code of Conduct, including inappropriate conduct outside of work
与员工行为准则不一致，包括工作之外的不当行为。
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the appropriate authority
未达到指控标准，或以其他方式被认为严重程度不足以提交给相关当局。

Examples of such behaviour could include, but are not limited to:

此类行为的示例可能包括但不限于：

- Being over friendly with students
与学生过于亲密。
- Having favourites
有偏爱。
- Taking photographs of students on their mobile phone
用手机给学生拍照。
- Engaging with a student on a one-to-one basis in a secluded area or behind a closed door
在偏僻区域或紧闭房门后与学生进行一对一接触。

- Using inappropriate sexualised, intimidating or offensive language
使用不当的、带有性暗示、恐吓或冒犯性的语言。
- Engaging with students on social media
在社交媒体上与学生互动。

Such behaviour can vary from the inadvertent or thoughtless, through to that which is intended to enable abuse.

Further information can be found in **Doc 10 Low Level Concerns policy**.

此类行为从轻微疏忽到有意实施虐待不等。更多信息可在文件 10《轻微问题政策》中找到。

6 SAFE TOUCH 安全接触

- Safe Touch is a wanted touch that is visible, caring and comforting and can include hugging, pats on the back and an arm around the shoulder.
安全接触是指受欢迎的接触，这种接触是公开的、关怀的和安慰性的，可能包括拥抱、轻拍背部和搭肩
- Unsafe Touch can be minimal, painful or harmful. It can make a child worried or scared
不安全接触可能是轻微的，但也可能造成疼痛或伤害。它会让孩子感到担忧或害怕。
- Unwanted touch is a touch a child does not want. Students must know that they have control over who touches their body and how.
不受欢迎的接触是指孩子不想要的接触。学生必须知道，他们有权决定谁可以触摸他们的身体以及如何触摸。

There are occasions when physical contact with a student is appropriate. Examples of this could include, but are not exclusive to:

在某些情况下，与学生进行身体接触是合适的。例如但不限于：

- holding the hand of a young student when going to assembly or when walking together around school/college and school trips (dependent on age/need);
参加集会或在学校 / 学院内或学校旅行时（根据年龄 / 需要）握住年幼学生的手。
- comforting a distressed student (hand lightly on shoulder);
安慰情绪低落的学生（轻轻把手放在肩膀上）。
- a student being congratulated or praised (shaking their hand);
祝贺或表扬学生（与他们握手）。
- demonstrating how to use a musical instrument;
演示如何使用乐器。

- demonstrating exercises or techniques during PE lessons;
在体育课上演示练习或技巧。
- giving first aid treatment.
进行急救处理。

Students should always be notified that touch is going to happen.
每次接触学生前都应告知学生。

On rare occasions, a staff member may have to make a physical intervention to avoid injury to property or individuals. Staff should only do this:

在极少数情况下，员工可能不得不进行身体干预，以避免财产或人员受到伤害。员工只有在以下情况下才可这样做：

- where action is necessary in self-defence or because there is an imminent risk of personal injury;
出于自卫或存在人身伤害的紧迫风险时必须采取行动。
- where there is a developing risk of injury or significant damage to property.
存在逐渐增加的伤害风险或财产遭受重大损失的风险。

Staff should use their professional judgment, considering their own safety before making the decision to physically intervene. The priority is to de-escalate any situation through talking, the use of body language and giving a calm but firm response. Staff should have exhausted their skills to de-escalate the situation through non-physical methods before resorting to any form of physical intervention.

员工应运用专业判断力，在决定进行身体干预前先考虑自身安全。首要任务是通过交谈、使用肢体语言和给出冷静而坚定的回应来缓和任何局势。在采取任何形式的身体干预之前，员工应先穷尽非物理方法来缓和局势。

Contractors, volunteers or other visitors should never initiate any physical intervention but instead contact a staff member.

承包商、志愿者或其他访客绝不应该主动进行任何身体干预，而应联系员工。

A Record of Concern on paper or a direct entry onto an approved digital system should be completed immediately when a staff member has to physically intervene to de-escalate a harmful situation.

当员工不得不进行身体干预以缓和危险局势时，应立即填写纸质的担忧记录或直接在经批准的数字系统中录入。

The CPL will conduct a debrief with the relevant parties before the end of the working day and add a summary report.

儿童保护负责人将在工作日结束前与相关方进行汇报，并添加总结报告。

If a particular student requires physical intervention as part of an individual care plan, this can only be delivered by a staff member who has received specific training in this area. Contractors, volunteers, or other visitors should never initiate any physical intervention but instead make immediate contact with a member of staff.

如果某个特定学生的个人护理计划中需要进行身体干预，那么只能由接受过该领域特定培训的员工来实施。承包商、志愿者或其他访客绝不应该主动进行任何身体干预，而应立即联系员工。

Further guidelines are available in the *School Safe Touch policy*. Specific briefings are provided for departments such as PE/Swimming, Dance/Drama, Music and Early Years. Attendance must be recorded.

学校安全接触政策中有更多指导方针。学校会为体育 / 游泳、舞蹈 / 戏剧、音乐和幼儿部等部门提供特定的简报，并记录出勤情况。

Specific adults in School will receive training bespoke to their role to use reasonable measures to prevent physical harm for any student who may require physical intervention as part of an individual care plan.

学校中的特定人员将接受针对其职责的定制培训，以便采取合理措施防止可能需要在个人护理计划中进行身体干预的学生受到身体伤害。

7 ALUMNI 校友

During the 2 years after an Alumni (a student becomes part of the alumni the day that they leave school) has left the School, staff members should only make professional contact through official School channels.

校友（学生离校当天即成为校友）离校后的两年内，员工应仅通过学校官方渠道与其进行联系。

8 E SAFETY 网络安全

- The school has an E Safety policy (Doc 7) which ensures a student's right to privacy and safety and guides adults in their use of technology.
学校设有网络安全政策（文件 7），以确保学生的隐私和安全权利，并指导成年人正确使用技术。
- Visitors should not take any photos or videos unless they have received permission,
访客未经许可不得拍摄任何照片或视频。
- Parents should not publish photos of students from school events on public areas of the internet.
家长不应在互联网公共区域发布学校活动中学生的照片。

The safe use of equipment, applications and systems is central to the school IT policy. Monitoring and appropriate actions are taken where issues are identified. School is committed to ensuring a safe digital learning community through curriculum plans, professional development, auditing of systems and working with parents. This approach is described in an E-Safety policy and supported by our E-Safety Lead.

设备、应用程序和系统的安全使用是学校信息技术政策的核心。发现问题时将进行监控并采取适当行动。学校致力于通过课程计划、专业发展、系统审计以及与家长合作，确保建立一个安全的数字学习社区。这种方法在网络安全政策中有详细描述，并由我们的网络安全负责人提供支持。

Online learning that takes place will do so on School approved platforms. During online learning students and teachers may engage in learning activities in more informal locations that are different to the usual professional classroom environment. It is recognised that online learning can break down barriers and that students may speak more freely. It is important that clear guidance be given to staff, students and parents.

在线学习将在学校批准的平台上进行。在在线学习期间，学生和教师可能会在与通常的专业课堂环境不同的更非正式场所进行学习活动。我们认识到在线学习可以打破障碍，学生可能会更自由地发言。因此，向员工、学生和家長提供明确的指导非常重要。

Staff, students, parents, visitors and volunteers are expected to engage in the safe and responsible use of social media. Any member of staff who is alerted to any child protection concerns related to the use of the internet or social media should follow the lines of communication set out in this policy.

员工、学生、家长、访客和志愿者应安全、负责地使用社交媒体。任何意识到与互联网或社交媒体使用相关的儿童保护问题的员工，都应遵循本政策规定的沟通渠道。

We acknowledge that parents like to take photos and videos of their children in performances, sports events and other presentations. This is a normal part of family life, and we will not discourage parents from celebrating their children's successes. However, parents are expected to be mindful of sharing photos on social media, especially if other students are visible or if the school/college can be identified.

我们承认家长喜欢在孩子的表演、体育赛事和其他展示活动中拍照和录像。这是家庭生活的正常部分，我们不会阻止家长庆祝孩子的成功。然而，家长在社交媒体上分享照片时应谨慎，特别是当照片中出现其他学生或能识别出学校/学院时。

If parents indicate that they would not like their child's photograph or video to appear in the school's materials, brochures, websites, advertisements or press releases, the School will ensure that their wishes are fulfilled. The school be held accountable for photos or videos taken by parents or members of the public at School functions and shared via social media or other means.

如果家长表示不希望孩子的照片或视频出现在学校的材料、宣传册、网站、广告或新闻稿中，学校将确保满足他们的愿望。学校应对家长或公众在学校活动中拍摄并通过社交媒体或其他方式分享的照片或视频负责。

Staff are expected to take photos of students for educational purposes on School devices. In the unlikely event of taking photos on personal devices, these images must be deleted immediately after being uploaded to school drives.

员工应使用学校设备为教育目的拍摄学生照片。极个别情况下，若使用个人设备拍照，上传到学校驱动器后必须立即删除这些图像。

9 WHO TO CONTACT IF YOU ARE WORRIED? Do not delay 心有疑慮，立即报告

Concern about a student? 对学生心存疑慮?

DEGT 北京德闳

Kindergarten 幼儿园部

CPL: Wendy Weng

Email: wendy.weng@dehong.cn

DCPL: Tiffany Proctor

Email: tiffany.proctor@dehong.cn

Elementary 小学部

CPL: Moira Lowe

email moira.lowe@dehong.cn

DCPL: Haiyan Wu

Email: haiyan.wu@dehong.cn

Secondary 中学部

CPL: Vicky Lu

Email vicky.lu@dehong.cn

DCPL: Marcus Koh

Email marcus.koh@dehong.cn

Boarding 寄宿部

CPL: Lotje Smith

Email: lotje.smith@dehong.cn

DCPL: Weidong Zhuo

Email: weidong.zhuo@dehong.cn

Concern about an adult? 对成人心存疑慮?

DEGT 北京德闳

April Zhou

email: april.zhou@dehong.cn

Dehong HQ 德闳总部

Lesley Meyer lesley.meyer@eimglobal.com

David Ingram David.ingram@dulwich.org

10 SUPPORTING DOCUMENTATION 支持文档

1. Dehong *Safe at School* Competency and Professional Learning Framework
德闾安全在校能力与专业学习框架
2. Confidential Record of Concern form
保密担忧记录表
3. Dehong Education Staff and Volunteer *Safe at School* Code of Conduct
德闾教育工作者和志愿者安全在校行为守则
4. Dehong Visitor Statement
德闾访客声明
5. Dehong Safer Recruitment Policy_
德闾安全招聘政策
6. Management of *Safe at School* Concerns about conduct of staff and volunteers
关于工作人员和志愿者行为的安全在校问题管理
7. School E Safety Policy
学校网络安全政策
8. Dehong *Safe at School* Compliance Document
德闾安全在校合规文件
9. Internal Audit Review Document_
内部审计审查文件
10. Dehong Low Level Concerns Policy_
德闾低级别担忧政策
11. Peer-on-Peer abuse policy
同伴虐待政策

Date of Policy September 2020

发布日期：2020年9月

Date of Review: March 2024

审查日期：2024年9月