



## Child Protection Policy and Procedures

**Scope:** This policy and its appendices apply to the community of Hübschmann-Zhan School including students who have reached the age of majority but have not yet graduated.

**Distribution:** School Leadership Teams; Whole School Community; School Website

**Updated Date:** December 1, 2023

**Review Date:** November 8, 2024

**Approved by:** School Board



## Child Protection Policy

### 1. Philosophy

To help develop consistent understanding and vocabulary, we believe it is helpful to share these definitions: SAFEGUARDING is the prevention of impairment to children's physical and psychological health and well-being while providing circumstances that enable healthy development.

CHILD PROTECTION is the commitment and actions taken to protect children from abuse and neglect. ([ChildSafeguarding.com](http://ChildSafeguarding.com))

Child protection encompasses the prevention of physical, sexual, and emotional abuse, as well as neglect or mistreatment, of students by staff and other school-related individuals, including service providers, business partners, visitors to the school, and volunteers.

We believe that all students have a right to be protected from neglect and abuses. Therefore, this policy outlines the principles, processes and procedures for dealing with potential child neglect and abuses.

### 2. Principles

Hübschmann-Zhan School aims to create a safe, secure and supportive learning environment for our students, free from any form of harm. The welfare of all students is of paramount importance to the whole school community. Members of our school community are required, ethically and legally, to act promptly and professionally to ensure the protection of our students in instances of suspected child abuse.

### 3. Legal Basis

In this policy and within the school environment, "parents" refers to parents, guardians, and other adults who have guardianship over a student. "Children, young people, or students" broadly refers to all individuals under the age of 18, as well as those who are 18 years old or older but have not yet graduated and left school.

This child protection policy and procedures are based on local, national and international law, including: Minors Protection Law of China (2020), Anti-Domestic Violence Law of the People's Republic of China, 2015, UN Convention on the Rights of the Child, 1989.

#### 3.1 Law of the People's Republic of China on the Protection of Minors (2020)

There are 132 articles in the Law of the People's Republic of China on the Protection of Minors, which are divided into nine chapters: general provisions, family protection, school protection, social protection, network protection, government protection, judicial protection, legal responsibility and supplementary provisions.

Some noteworthy points are:

- Social and network protection



- Prevention and handling of school bullying (including online)
- Prevention and handling of child sexual assault
- Family protection

Note: At the time of this policy review, there was no official English version of the new Minors Protection Law of China. A summary of the law in English can be found at the following link:

<https://www.chinajusticeobserver.com/law/x/minors-protection-law-20201017>

### 3.2 Anti-domestic Violence Law of the People's Republic of China, 2015

It was passed to protect foreigners and Chinese citizens within China's borders from domestic violence. Two articles of this law have specific implications for children and schools:

- Article 14: Schools, kindergartens, medical institutions, residents' committees, villagers' committees, social service agencies, aid management agencies, welfare agencies and their staff members shall promptly report cases to public security organs if they find, during the course of their work, that persons with no civil capacity or persons with limited civil capacity have suffered or are suspected of suffering domestic violence. Public security organs shall keep confidential the identity of case reporters.
- Article 35: Where a school, kindergarten, medical institution, residents' committee, villagers' committee, social service agency, aid management agency, welfare agency and its staff members fail to report a case to a public security organ in accordance with Article 14 herein, resulting in serious consequences, the person directly in charge and other persons subject to direct liabilities shall be given disciplinary sanctions pursuant to the law by the relevant superior competent department or their own employer.

### 3.3 UN Convention on the Rights of The Child:

This policy is also based on the United Nations Convention on the Rights of the Child of which China is a signatory. The two key articles are:

Article 19 –

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Article 34 –



States Parties undertake to protect the child from all forms of sexual exploitation and sexual abuse. For these purposes, states parties shall in particular take all appropriate national, bilateral and multilateral measures to prevent:

- (a) The inducement or coercion of a child to engage in any unlawful sexual activity;
- (b) The exploitative use of children in prostitution or other unlawful sexual practices;
- (c) The exploitative use of children in pornographic performances and materials.

United Nations International Children's Emergency Fund (UNICEF), (1989) The United Nations Convention on the Rights of the Child.

#### 4. Safeguard Procedures

In order to implement the child protection policy, Hübschmann-Zhan School will:

- Establish procedures for reporting and handling child safety incidents (see Appendix 2) ;
- Ensure that all members of the school community are aware of the Child Protection Officers and Deputy Officers for the current year;
- Ensure that all members of the school community are aware of the child protection policies and procedures, and know about their respective responsibilities;
- Provide and require all staff to complete necessary child protection training;
- Establish screening procedures for all staff, outsourced personnel, external contractors, and various volunteers who have direct contact with students at school;
- Establish and implement a safe recruitment process for all staff;
- Ensure that all staff and outsourced personnel working at the school, as well as activity partners, sign the "Adult Code of Conduct for Working with Students"(see Appendix 3) ;
- Ensure that visitors participating in student activities understand the school's expectations for child protection;
- Create a safe and understood culture of "whistleblowing" and reporting;
- Regularly conduct psychological and physical health education throughout the school.



## Child Protection Procedures

In order to implement the Child Protection Policy, this procedural document has been created for implementation across the school.

The school fully recognizes its responsibilities for child protection. We aim to create a safe, secure and supportive learning environment for our students, free from any form of harm. The welfare of our students is of paramount importance to the school community. To achieve this aim the school will:

- Establish a safe environment in which students can learn and develop
- Provide an environment where students are encouraged to talk and are listened to
- Help equip students with skills needed to keep themselves safe
- Identify and respond to students who may show signs of abuse
- Adhere to the responsibilities of the school as outlined in the Child Protection Policy and Procedures

### 1. Definition of Child Abuse

Abuse is a form of maltreatment of a person, often with diminished rights or capacity. Somebody may abuse another by inflicting harm, or by failing to act to prevent harm. Abuse may take place in a family, in an institutional or community setting, or online by those known or unknown to them. Child abuse can take a variety of forms such as physical abuse, emotional abuse sexual abuse and neglect.

#### 1.1 Physical Abuse

Physical abuse is the infliction of harm to the body, typically as a result of severe corporal punishment or unreasonable discipline. It may include actions such as slapping, punching, kicking, biting, shaking, burning, drowning, pulling, choking, or forcibly restraining.

#### ✓ **What to look out for:**

- Injuries which occur to the body in places which are not normally exposed to falls or rough games
- Injuries that have not received medical attention
- Injuries which do not have a reasonable explanation
- Reluctance to participate in games, Physical Education, sports or extra curriculum activities
- A child or young person gives inconsistent accounts for the cause of injuries
- Injuries that appear after absence from school or vacations
- Bruises at various stages of healing
- A child or young person shies away from touch, flinches at sudden movements, appears afraid to go home, or is hypervigilant.
- A child or young person demonstrates self-destructive tendencies and/ or aggressiveness



## 1.2 Emotional Abuse

Emotional abuse is persistent or severe emotional ill treatment of a child or young person that is likely to cause serious harm to his/her development.

It may involve persistently denying love and affection, regularly making the child or a young person feel frightened by shouts, threats, or any other means (including conflicts and domestic abuse between adults in the home); It may involve conveying to a child or young person the message that he/she is worthless, unlovable, inadequate, or his/her only value is to meet the needs of another person. It may include various forms of verbal/ non-verbal abuse. It may be that unrealistic expectations are being imposed on a child or young person by adults.

### ✓ **What to look out for:**

- Shows extremes in behaviour such as overly compliant or demanding behaviour, extreme shyness, passivity or aggression
- Excessively withdrawn, fearful, or anxious about doing something wrong
- Inappropriate developmental behaviour that could include regressive or inappropriately mature behaviour
- Changes or regression in mood, extreme anxiety or depression
- Sudden underachievement or lack of concentration
- Seeking adult attention and not socialising well with other children or young people
- Sleep or speech disorders
- Negative statements about self
- Highly aggressive or cruel to others
- Stealing and lying

## 1.3 Sexual Abuse

Sexual abuse occurs when someone uses power or control to involve a child or young person in sexual activity, or if someone allows a child or young person to be used by someone else in this way. This behaviour might be for the purpose of sexual, emotional and/or financial benefit of the perpetrator(s).

It may include: forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of what is happening; encouraging children or young people to behave in sexually inappropriate ways, showing children or young people pornographic material or involving them in the production of such material; involving children or young people in watching other people's sexual activity or in inappropriate discussions about sexual matters.



Sexual abuse differs from physical abuse because it often involves planning on the part of the perpetrator. Children or young people can be "groomed" by perpetrators before sexual abuse takes place.

✓ **What to look out for:**

- Displays knowledge or interest in sexual acts inappropriate to his/her age
- Sexual activity through words, play or drawing
- Withdrawal from social situations and classroom activities
- Regressing to younger behaviors
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares
- Repeated urinary infections, unexplained stomach pains or other health complaints (e.g. sexually transmitted infections)
- Eating disorders or changes in eating habits
- Evidence of physical trauma or bleeding in the oral, genital or anal areas
- Difficulty in walking or sitting
- Any allegations made by a child or young person concerning sexual abuse regarding themselves or another child or young person

#### 1.4 Neglect

Neglect is the persistent failure to meet a child or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child or young person's health or development. It may include: failing to ensure that a child or young person's basic needs for food, clothing, shelter, health care, hygiene and education are met; failing to protect a child or young person from physical and emotional harm or danger; failure to ensure adequate supervision or leaving a child alone in the house or a young person unsupervised overnight or for extended periods of time; neglect of, or unresponsiveness to, a child or young person's basic emotional needs.

✓ **What to look out for:**

- Poor appearance and hygiene
- Lack of sufficient money to buy food or experiencing hunger
- Wearing clothes that are unwashed or not suitable for the weather/season
- Being overweight or underweight
- Over-scheduled with extracurricular activities
- Isolated from parents, living with caregivers or drivers



- Seeks for excessive care, attention, or emotional support
- Exhibiting emotional or psychological issues, anxiety and depression, self-harm behaviors, eating disorders, and substance misuse problems, etc.

### 1.5 A Change in Behaviour Is Not Always A Sign of Abuse

Any one sign does not mean that a child or young person is or was being abused but the presence of several suggests that all adults should be vigilant and seek advice from the Child Protection Team. Keep in mind that some of the signs and symptoms can emerge at other times such as:

- During a separation or divorce
- Death of a family member or pet
- New sibling (e.g. birth or adoption)
- Problems at home, school or with friends
- Other anxiety-inducing or traumatic events
- Transitional periods

## 2. **Ways That Abuse Might be Reported or Disclosed**

An adult, child or young person may:

- Report one's own issues
- Report issues concerning other students
- Report instances of abuse or the risk of abuse
- Disclose concerns
- Report suspicious appearances or behaviors of others

### 2.1 Responses Upon Receiving a Report

All adults are advised to maintain an attitude of 'better safe than sorry' where child protection is concerned. In the event a student makes a direct disclosure, or says something concerning, all school staff, outsourced staff, service providers and volunteers are expected to make a report to the Child Protection Officer. The adult involved should act as follows:

#### ✓ **Quick responses:**

- If a student needs medical attention, seek the support of school medical personnel in time
- Reassure the student that telling someone was the right thing to do
- Listen carefully to the student so that the student tell his/her whole story.





- Do not try to investigate or question the student, but make sure that you are clear about what he/she is saying
- Do not promise confidentiality; let the student know that you are going to speak to someone who can help because you are worried about their safety

Adults are reminded not to ask any leading questions or determine the truth of any disclosure or allegation. All adults, however, have a duty to recognize concerns and pass the information on in accordance with the procedures outlined in this policy.

If a student is in imminent danger, remain with the student and call the Child Protection Officer to discuss immediate action. If the Child Protection Officer is unavailable, please contact the Child Protection Deputy or member of the safeguarding team, who will inform a member of School Leadership Team (SLT).

✓ **Record and documentation**

- Step 1: Notify the Child Protection Officer or Deputy
- Step 2: The adult who receives the disclosure completes the “Confidential Record of Concern”, and submits it to the Child Protection Officer within 24 hours. See Appendix 1 for the form.
- Note: Please ensure confidentiality including transmission and storage of both electronic and hard copy child protection documentation.

✓ **Keep Monitoring**

- Attention needs to stay on the student to monitor behaviour, changes in behaviour or any additional concerns
- The Child Protection Officer or Deputy will support with monitoring
- Report any changes or significant information to the Child Protection Officer or Deputy
- Stay as neutral as possible when interacting with the family and the student
- Students may be informed about where they can access help, such as: School counselling service or designated member of staff; A trusted adult; Lifeline / Hopeline in the city

## 2.2 Consequences for knowingly failing to report abuse or neglect or interfering with reporting:

Any teaching staff, non-teaching staff, outsourced staff, service providers, volunteers and visitors working with students who suspects a child or young person is being abused and/or neglected and either does not report it or prevents someone from reporting it will be subject to discipline. That discipline can include suspension or dismissal of an employee, discontinuation of contract services, loss of volunteer privileges and informing local authorities and/or consulate.

## 2.3 Response Team:



If a disclosure / concern needs further exploration, the Child Protection Officer or Deputy, with the help of the SLT will form a 'Response Team' of relevant staff and will arrange a meeting to discuss further action. The Response Team will differ in each child protection case.

The role of the Response Team is to meet as soon as possible after a child protection concern has been reported to determine the course of action required for that particular case. Once the information has been gathered, the Response Team will determine the next steps. The exploration process and order of proceedings can be found in Appendix 2: Reporting Flow Chart.

#### 2.4 Confidentiality

The welfare of the student is paramount. Confidentiality and trust must be maintained and kept within the Response Team throughout the whole process. The degree of confidentiality will be governed by the need to protect the student and information will be shared if it is necessary.

The Child Protection Officer and Deputy are responsible for updating and keeping all confidential records securely filed in both hard and soft copy formats. All documents related to Child Protection should follow the student as he/she transitions between sections of the school. All files will be stored securely and indefinitely, even after the student has left school.

### 3. School's Expectations Regarding Working with Students

When working with students, adults are acting in a position of trust. It is important that adults are aware that they are role models to students, and must act in an appropriate manner at all times. Therefore, they are required to learn about the Adult Code of Conduct for Working with Students. Visitors to the school are required to read carefully the Guidelines for the Protection of Minors for Visitors.

### 4. Professional Ethics

#### 4.1 It is important to:

- Operate within the school's Mission, Principles and relevant guidelines
- Staff Handbook
- Child Protection Policy and Procedures
- Adult Code of Conduct for Working with Students
- Guidelines for the Protection of Minors for Visitors (See Appendix 5)
- Listen to and respect students at all times
- Avoid favouritism or discrimination
- Model expectations and appropriate conduct for students to follow
- Challenge unacceptable behaviour and report any concerns/suspicious
- Treat with special caution when you are discussing sensitive issues with students



#### 4.2 It is important NOT to:

- Delay reporting your concerns/suspicious
- Silence students or disregard or negate students' concerns
- Either exaggerate or trivialize child abuse issues, or jump to conclusions
- Discuss your concerns/suspicious in a way that will cause damage to the child/family involved
- Develop inappropriate relationships with students
- Meet with students outside of sanctioned school activities
- Make sarcastic, derogatory, or sexually suggestive comments or gestures to or in front of students
- Use student toilets/washrooms or changing facilities
- Share sensitive information in public areas that may be overheard by others.

#### 5. **Protection of information**

- Online communication with students is only allowed through internal and approved school platforms.
- Be mindful of personal information and images posted online and ensure they represent you in a manner that is acceptable to your role
- Do not make online comments about students
- Photographs and videos of students should not be taken for personal use or uploaded to personal social media or private sites
- Ensure students are only exposed to age-appropriate images, web links, materials and resources

#### 6. **Whistleblowing about Child Protection Issues**

**Whistleblowing** is the disclosure of information which relates to suspected wrongdoing or dangers in the school community.

A **'whistleblower'** is a person who raises a concern about anything they witness or become aware of which is considered inappropriate, negligent, illegal or in any way putting the health and safety of students at risk. If staff are uncertain about whether their concerns fall under the 'whistleblower' category, they should check with the SLT.

All adults have a responsibility to raise concerns if they relate to child protection and the safety of the students.

##### 6.1 Dealing with a Concern Raised by a Whistleblower

The SLT member or their representative should arrange a meeting with the 'whistleblower' as soon as possible after the concern is brought to their attention. The SLT member or their representative should record the concerns and follow up as required. Recorded concerns and all related documentation will be kept in a confidential file indefinitely.



If the concern is proved to be unfounded, no action will be taken against the 'whistleblower' if the concern was raised in good faith. If an employee misuses this policy by making malicious or repeated complaints that are unsubstantiated, actions may be taken against them according to the Staff Handbook.

### 6.2 Concerns Raised Against a Member of SLT

If a 'whistleblower' concern is raised against a member of the School Leadership Team, the whistleblower should report the matter to the Governor with responsibility for Child Protection and the same procedures are followed.

### 6.3 Self-Reporting

If a member of staff has a personal difficulty (such as medical, mental, emotional, physical) which could impact on their ability to carry out their job responsibilities or could potentially put the health, safety and well-being of students at risk, they have a responsibility to inform their line manager or SLT so that support can be provided and necessary measures taken.

### 6.4 Allegations Against Staff or Other Adults

Suspicious and allegations of child abuse will be responded to in a manner which best ensures the student's immediate and long-term safety.

- If an allegation is made against an adult, this will be managed by the Child Protection Officer or Deputy.
- If the allegation is made against a staff member, it will be managed by a member of SLT.
- If the allegation is made against a member of the SLT, the case will be handled by the Governor with responsibility for Child Protection.

If the school determines that teaching staff, non-teaching staff, outsourced staff, service providers, volunteers or visitors has directly or indirectly participated in any form of abuse or neglect toward or against a student, the individual will face disciplinary action. Disciplinary action could include suspension or dismissal of an employee, termination of a contract or volunteer privileges and informing local authorities, and/or appropriate consulate.

All concerns regarding the suitability of any person to work with students will be based on facts. Allegations will be treated in a confidential manner and the rights of adults will be respected.

If concerns have been raised about an adult, the SLT should keep the records in their personnel file indefinitely. The SLT should keep records regardless of whether the allegations were unfounded. However, if the allegations are found to be malicious, the records should be destroyed immediately.

## 7. Training Provided by the School

The school is committed to providing Child Protection training and informational presentations to staff, outsourced staff, service providers and volunteers. The training provided will include:



- Explanation of the Child Protection Policy and Procedures
- Explanation of Adult Code of Conduct for Working with Students
- Child Safeguarding Training
- Signs and Symptoms of Child Abuse
- Physical Development of Children
- Reporting procedures

## 8. Working with Parents/Guardians/Carers

The school is committed to working in partnership with parents/guardians/carers to protect and promote the welfare of students and to support them to understand responsibilities in this area. When new students join the school, they will be informed that we have child protection policy and procedures. The document is available to parents on the school's website.

## 9. Staff Recruitment

Our recruitment and selection process will filter out unsuitable candidates. We will verify the original academic certificates of applicants. In case of any doubts during the recruitment process, we will question the content and initiate a comprehensive background investigation, as well as take any necessary measures to ensure that the personnel we recruit and select are suitable to work with students.

The school is committed to safeguarding and promoting the welfare of all the students in our care and expect all applicants to share this commitment. The school aligns recruitment practices with the recommendations of the International Task Force on Child Protection. Before any appointment is confirmed, the school will:

- Use the recruitment and selection process to deter and reject unsuitable candidates
- Conduct thorough interviews and communications to know about the applicants.
- Require applicants to provide original copies of their academic credentials for verification.
- Verify reference letters and the referees.
- Inquire about any gaps in employment and reasons for leaving based on the application.
- Initiate comprehensive background checks, including criminal record checks.

## 10. Service Providers

The school takes responsibility for ensuring service providers who will come into contact with students during sanctioned school activities inside or outside of school (e.g. co-curricular activity providers,



assistants, therapy service providers) provide proof of identification, visa and police checks. The school will monitor the suitability of service providers to work with students.

**\*More Resources Related to Child Protection**

TeachUp (在线培训) - [TeachUp Online Learning](#)

CPOMS (人身安全保护平台) - <https://www.cpoms.co.uk/>

and ICMEC (儿童保护网站) - <https://www.icmec.org/>

ChildSafeguarding (安全防护网站) <https://childsafeguarding.com/>

This policy has been reviewed and commented on by Chinese lawyers with both Chinese and international legal experiences.



**Appendices:**

1. Confidential Record of Concern
2. Reporting Flow Chart
3. Adult Code of Conduct for Working with Students
4. Child Safeguarding Team
5. Guidelines for the Protection of Minors for Visitors



## Appendix 1

### Confidential Record of Concern 保密记录表

<b>Completed by 填写人:</b>	<b>Position 职位:</b>	<b>Filling Date 填写日期:</b>
<b>Name of Student 学生姓名:</b>	<b>Class 班级:</b>	<b>Gender 性别:</b> <input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女
<b>Does the concern fall into one of the following categories:</b> 此问题是否涉及以下情况 <input type="checkbox"/> Physical 身体虐待 <input type="checkbox"/> Emotional 情感虐待 <input type="checkbox"/> Sexual 性虐待 <input type="checkbox"/> Neglect 忽视 <input type="checkbox"/> Other (specify)其他 (详述) _____		
<b>Nature of concern 问题的性质:</b> (What prompted this record, include dates, times, incidents, discussions, observations, behaviors) (包括日期、时间、事件、讨论、观察结果和行为)  Date 日期: Time 时间: Other people involved 其他相关者:		
<b>Incident 事件描述:</b>  (If this was reported to you, please include full names of person who reported it to you.) (如果此事为他人向您报告的, 请提供报告者的全名。)		
<b>Are you aware of any previous incidents or concerns relating to this child?</b> 您是否知道此前发生过与此孩子有关的任何事件或可疑问题?		
<b>Is anyone else aware of this incident? If yes, please write names.</b> 其他人是否知道此事件? 如是, 请写下其姓名。		
<b>Signature 填表人签字:</b> <b>Date 日期:</b>		

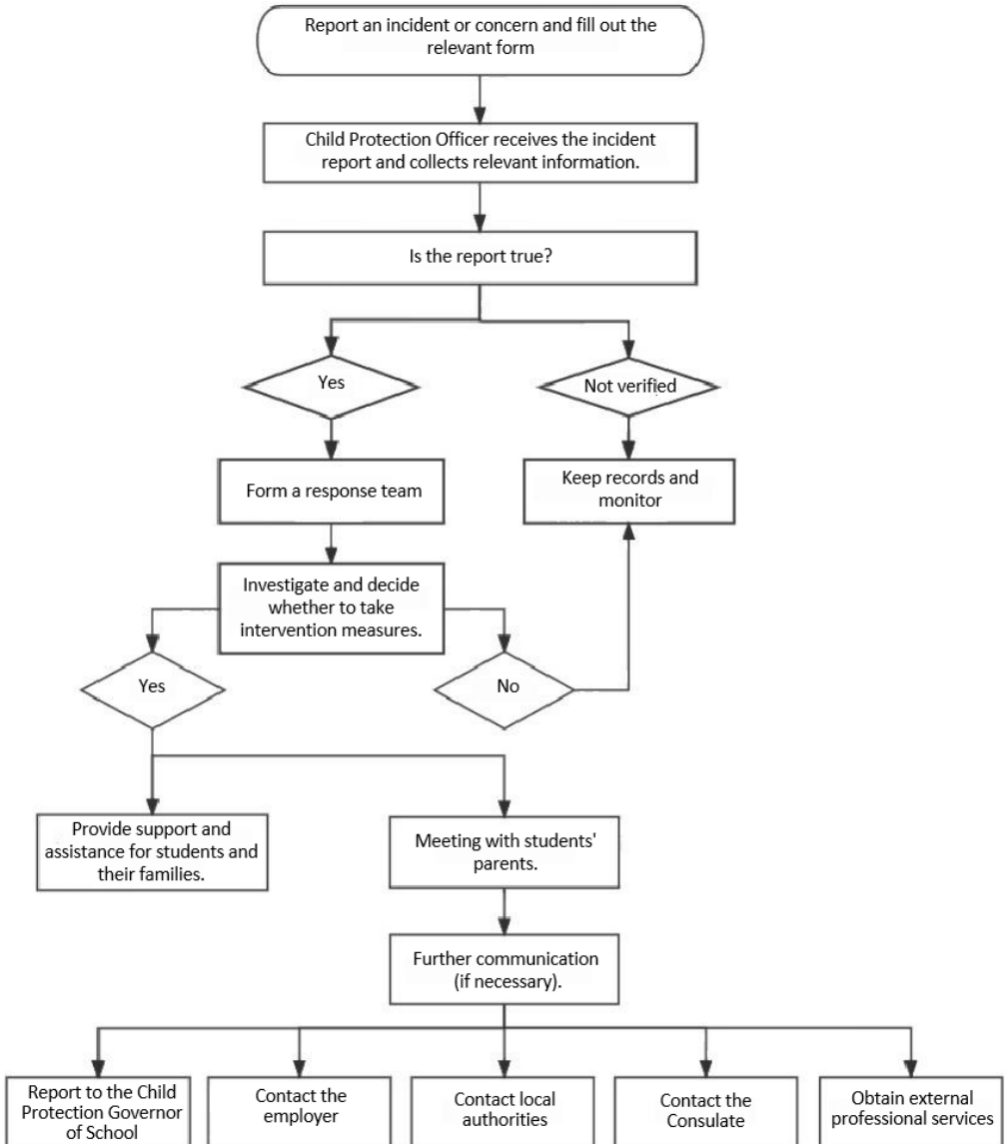
\*Please hand this form to the Child Protection Officer/Deputy immediately upon completion . If that person is not available, hand the form to a member of the School Leadership Team or Principal.

此表填写后请立即交给儿童保护专员/副专员, 如果专员不在, 请将表格交给学校管理团队或校长





## Appendix 2: Reporting Flow Chart.





## Appendix 3.

### Adult Code of Conduct for Working with Students

During my participation in teaching/activities at Hübschmann·Zhan School, in the process of interacting with the school's staff and students, I promise to comply with the school's regulations and requirements:

I will:

- Do my best to promote the health, welfare, and safety of all members of the school community, and adhere to high ethical standards.
- Treat others with respect, patience, integrity, courtesy, dignity, and consideration.
- Use positive reinforcement rather than punishment, criticism, competition, or comparison when working with students.
- Always maintain appropriate physical boundaries. Only touch students in an appropriate, public, harmless, and non-offensive manner when necessary.
- Always wear the employee badge on campus and use only the toilets for adult.
- Avoid transactions with students, parents, or suppliers that could be perceived as conflicts of interest.
- Fully comply with the provisions regarding confidentiality and information security in the labor/cooperation agreement, maintain the cleanliness and safety of school environment, and take care of the school's property and facilities.
- Provide timely feedback to relevant school personnel about any potential safety hazards and concerns.
- Fully cooperate with any investigations related to student abuse, and if I am found to have abused students, I am willing to make timely amends and accept the corresponding consequences.

I will NOT:

- Conduct one-on-one meetings or activities with students in enclosed environments or without the presence of other adults.
- Touch or communicate with students in an offensive or otherwise inappropriate manner.
- Make any remarks or gestures that are sarcastic, demeaning, discriminatory, or sexually suggestive towards students or others.
- Inflict any physical, emotional, or sexual abuse on students.
- Smoke or use tobacco products while working with students, or allow myself to be under the influence of alcohol or illegal drugs.
- Use profanity, or make inappropriate jokes in the presence of students.
- Accept or give gifts to students without the knowledge of their parents or guardians in advance.
- Disclose students' personal information and image to any commercial or illegal channels without authorization.



## Appendix 4

### Child Safeguarding Team

Position	Name	Responsibility
Board Representative	Shuang Gao	<ol style="list-style-type: none"><li>1. Review the school's child protection policy to ensure it is consistent with relevant laws and regulations, and in line with international best practices.</li><li>2. Provide the school with sufficient resources to ensure the smooth operation of child protection work.</li><li>3. Regularly report to the board on the progress and outcomes of the school's child protection work.</li></ol>
Principal	Mike Liu	<ol style="list-style-type: none"><li>1. Comprehensively supervise the school's child protection work to ensure that relevant policies and measures are effectively implemented.</li><li>2. Ensure that the school's management pays sufficient attention to child protection issues and provides regular training and guidance on this matter.</li><li>3. Regularly assess the effectiveness of the school's child protection work and take necessary improvement measures.</li></ol>
Child Protection Officer / Deputy	Pina Liu Pan Jiang	<ol style="list-style-type: none"><li>1. Fully implement the school's child protection work to ensure that all relevant policies and measures are effectively executed.</li><li>2. Regularly report to the school's management on the progress and outcomes of the school's child protection work.</li><li>3. Collect and record any identified or reported issues, and report them promptly.</li><li>4. Organize and carry out child protection training and publicity activities to raise the awareness and capabilities of all teaching staff in child protection.</li></ol>



## Appendix 5 Guidelines for the Protection of Minors for Visitors

Dear Visitors,

Welcome to HuZ School! As an international institution, we take immense pride in offering a secure, nurturing, and inclusive learning environment for all children and young people. To uphold these values, we kindly request that you strictly adhere to the following guidelines for the protection of minors during your visit, ensuring the safety and well-being of every student. Should you have any queries or encounter any issues during your visit, please do not hesitate to reach out to our staff at any time.

### Important Considerations:

- **Advance Notice of Visit:** We kindly ask that you contact the school in advance to confirm your visit and ensure your timely arrival. Early communication allows us to facilitate a smooth visit and ensures that our students and staff are fully prepared for your presence.
- **Security Protocols:** Upon your arrival, we would appreciate your cooperation with our security personnel by completing the necessary registration and wearing your visitor badge throughout your visit. This is not only for your safety but also a demonstration of our shared responsibility towards every student.
- **Respect for Student Rights:** We ask that you respect the privacy and rights of our students during any interactions. Please ensure that any engagement with students is conducted only with the explicit consent of the school and is in the best interests of their physical and mental well-being. Your respect and care play a crucial role in the development of our children and young people.
- **Use of Designated Facilities:** We request that you use only the designated sanitary facilities for adults, located on the ground floor. This practice helps us maintain order and ensures the comfort of all.
- **Appropriate Attire:** Please ensure that your attire is appropriate and that you conduct yourself in a manner befitting our school's environment. We also ask that you assist in maintaining the cleanliness of the school grounds and public facilities. Your exemplary behaviour serves as an important model for our students.
- **Health Precautions:** If you are experiencing symptoms of any contagious illness, such as COVID-19, flu, or other airborne diseases, we kindly request that you postpone your visit to protect the health and safety of all. We are committed to ensuring that every visitor is in good health to safeguard the well-being of our students.
- **Equal Treatment:** Please treat every student with the utmost fairness, avoiding any form of discrimination against genders, nationalities, appearances, or special needs. Our school is dedicated to fostering an environment of equality and inclusion for all children and young people.
- **Supervision of Minor Visitors:** If you are accompanied by minor visitors, please ensure they are always supervised and accompanied by an adult during the visit to ensure their safety.
- **Reporting of Bullying:** Should you witness or experience any form of physical, verbal, or emotional bullying involving students, we urge you to report this immediately to our staff. Your prompt action is vital in maintaining the safety and harmony of our campus.

### Behaviours to Avoid:

- **Prohibited Items:** We strictly prohibit the bringing of flammable, explosive, or toxic substances, as well as knives or other dangerous items, onto the school premises. Please check your belongings before your visit to avoid unnecessary risks.
- **Unauthorized Access:** It is not permitted to enter classrooms or office areas without prior authorization, or to disrupt the normal operation of teaching and administrative activities. We wish to maintain a calm and focused environment conducive to learning.
- **Photography Without Permission:** Visitors are not allowed to photograph or film students without the express permission of the school. This is to protect the privacy of our students and ensure their ability to learn without interruption.
- **Being Alone with Students:** It is not permissible to be alone with students without the presence of school staff or representatives. Our students must be nurtured in a safe environment, and ensuring this safety is of paramount importance.
- **Exchange of Private Contact Information:** Visitors must refrain from exchanging private contact information with students. This measure is in place to protect the privacy and security of our students and to prevent any form of harassment or inappropriate relationships.
- **Interaction Beyond Permitted Areas:** Visitors are not allowed to engage with students outside the designated areas of school activities. Please respect the school's regulations to ensure the safety of all students.
- **Threatening or Intrusive Behaviour:** Any behaviour that could be perceived as threatening, aggressive, or intrusive is strictly forbidden. We are committed to fostering a culture of respect, courtesy, and understanding, which is a cornerstone of our school community.
- **Unnecessary Physical Contact:** Please avoid any unnecessary physical contact with students. Maintaining an appropriate distance is a sign of respect for their personal space.
- **Inappropriate Remarks:** Refrain from making any sarcastic, derogatory, discriminatory, or sexually suggestive comments or gestures towards students or others. We encourage all members of our community to treat each other with respect and tolerance, particularly within the school setting.
- **Harassment or Bullying:** It is strictly forbidden to harass, bully, or subject students to any form of inappropriate discipline. Every student should feel safe and cared for within our school.
- **Discrimination:** Any form of discrimination against students or those with disabilities is unacceptable. Our school champions equality, and discrimination in any form is strictly prohibited.
- **No Smoking on School Grounds:** Smoking is strictly forbidden on school premises. Please adhere to this rule to maintain the cleanliness and safety of our environment.



- Gift Exchange Without Permission: Visitors may not give gifts to students or accept them unless expressly authorized by the school. This is to prevent any misunderstandings and to ensure that all students are treated equally.

In accordance with the Law of the People's Republic of China on the Protection of Minors and relevant regulations, our school is obliged to protect the legal rights and interests of minor students and young people to ensure their physical and mental well-being. We kindly ask all visitors to adhere strictly to the above guidelines to help us maintain a safe and harmonious school environment. In case of non-compliance with the above rules, we reserve the right to take appropriate measures, including prohibiting further visits.

We thank you for your understanding and support in upholding our programme for the protection of minors, and we wish you a pleasant and meaningful visit to our school. If you have read and understood the above guidelines, please sign the visitor registration form at the entrance and wear your visitor badge throughout your stay.

**Hübschmann-Zhan School**